

<b>Position Title</b>	Career Development Consultant (Disability Services)
<b>Group/Portfolio</b>	Deputy Vice Chancellor (Education) - Student Experience and Employability
<b>Classification</b>	HEW 8
<b>Position Number</b>	00063827
<b>Reports To</b>	Senior Manager, Careers & Employability
<b>Employment Type</b>	Fixed Term

## 1.0 Position Purpose

Under the direction of the Senior Manager, Careers and Employability, this role is responsible for delivering professional, proactive, and inclusive career development services that support students with disabilities in their transition to meaningful employment aligned with their academic disciplines. Services are delivered through individual consultations (in-person and online), workshops, and events, and are informed by best practice and student data. The position works in close collaboration with the Student Disability and Accessibility team, Inclusive Employment Australia providers, and key internal stakeholders to ensure a coordinated and impactful approach. A central focus of the role is leading the development and delivery of a tailored careers program for students with disabilities.

## 2.0 Eligibility Requirements

- Postgraduate degree in Careers Counselling, Career Development or Career Education endorsed by the Careers Industry Council of Australia (CICA).
- Eligibility for Professional Membership such as the National Association of Graduate Careers Advisory Services (NAGCAS), Career Development Association of Australia (CDAA), and/or the Australian Tertiary Education Network on Disability (ATEND).
- Extensive experience and specialist expertise or broad knowledge in career development and at least 5 years industry experience in disability services.
- Extensive knowledge of the legislative framework within which disability services are provided in tertiary education environments.
- Knowledge of current Inclusive Employment Australia contract and eligibility of students who are studying.

## 3.0 Key Responsibilities

- Utilise Career Registration, Graduate Outcomes Survey, and labour market data to inform strategic planning to ensure services and resources address areas of greatest need, and report on trends to support continuous improvement and innovation.
- Collaborate with internal stakeholders to co-design targeted career development initiatives across curricular and co-curricular programs, ensuring alignment with student needs and institutional priorities.
- Lead the design and implementation of a Graduate Accelerator Program for students with

disabilities, informed by Career Registration data

- Develop and deliver inclusive career resources and services using assistive technologies and accessible formats to meet the diverse needs of students with disabilities.
- Provide tailored career development support that reflects an understanding of the unique challenges faced by students with disabilities, including intersectional considerations across diverse student cohorts.
- Partner with external industry and disability employment service organisations to build capacity for placing students with disabilities into meaningful, paid employment aligned with their field of study.
- Provide training and guidance to staff and industry partners to build inclusive career development practices and improve employment outcomes for students with disabilities.
- Maintain current knowledge of career development theory, graduate recruitment trends, and labour market insights at both national and international levels to inform practice and enhance service delivery.
- Perform other duties as the Senior Manager, Careers and Employability or Dean Student Employability and Experience may require which are consistent with the position.
- Model professionalism and uphold University policies, including compliance with equity, health and safety requirements, and the Code of Conduct.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).