

Role Description

TAFE Queensland

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Position Title	Student Counsellor	Job Ad Reference	TQN 028-18
Region or Business Unit	North	Closing Date	19 April 2018
Portfolio	Student Services	JEMS No.	N0065
Location	Cairns	HPECM No.	05.2016
Classification Salary	PO3 TAFE Queensland Award – State 2016 (Modern Award) 36 ¼ hour week \$78,747 - \$86,000 per annum, plus superannuation contributions of up to 12.75% of your annual salary		
Employment Status	Temporary Full-time until 14 December 2018 unless otherwise determined.		

About TAFE Queensland

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland communities for over 130 years.

Each year TAFE Queensland enrolls over 120,000 students across a network of over 50 campuses, in workplaces, online and in markets offshore. Our offering spans from foundation skills and entry level qualifications to higher education degrees across more than 500 programs.

Our unique structure and statewide delivery model supports our commitment to assisting the diverse needs of our students, from a wide range of socio-economic and cultural backgrounds, and in regional and remote locations. Our responsive approach allows us to adapt our offering to meet the needs of local industries by delivering training that strengthens local communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical applied learning which gives them the skills they need to be job-ready and excel in their careers.

For more information about TAFE Queensland visit www.tafeqld.edu.au.

Your Opportunity

This position contributes to the enhancement of vocational and further education and training through the:

- Development and implementation of specialised career guidance to prospective students and confidential counselling services on matters of a personal nature to current students, to assist them in overcoming barriers to their successful participation in educational activities and the workforce generally; and
- Provision of advocacy on behalf of special needs clients to campus and TAFE Queensland personnel for equitable access to resources, programs, services and facilities and assist staff and students to develop an understanding and awareness of those with special needs.

This position reports to the Industry Portfolio Manager, General Education. Discipline specific professional support and supervision are independently sought through the Psychology Board of Australia or the Australian Association of Social Workers as negotiated with the Manager. There are no staff or budget supervisory components attached to this role.

Key Responsibilities

- Provide psycho/social/educational crisis counselling to students experiencing complex psychological and emotional distress affecting their performance across the Region, including diagnostic and risk assessment, and providing referrals to other support or specialised community agencies.
- Provide course and pre-course counselling and assistance with financial access to Vocational programs to prospective students, including negotiating flexible fee payment plans.
- Liaising and consulting with teachers, Business and Portfolio Managers, and other officers in providing a specialty professional, vocational and career advisory service to existing and prospective students.
- Represent the needs of the student population, to Regional and Departmental staff, by advocating on behalf of students regarding TAFE Queensland student rules, and appeals processes.
- Provide support to teaching and administrative staff in the management of student learning, including organising skill development programs for groups of students with identified difficulties on a case by case basis. (e.g. study skills, time management, motivation, stress management, and interpersonal skills).
- Provide assistance and support to students with special needs (e.g. students with disabilities, migrant students, overseas students, and Aboriginal and Islander students), including maintaining and ordering up to date local community services information, continuously maintaining and updating student self-help brochure displays and resources repository.
- Participate as required in external activities that promote Vocational Education and Training generally, and the Region in particular, by providing course, eligibility and funding requirement information.
- Maintain up to date qualitative and quantitative records of service provision which demonstrates value adding to the Region's business.
- Maintain an understanding of the commercial aspects of TAFE including financial and business performance and any impact from external factors.
- Actively engage with industry, business and the community.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. Confidently presents messages in a clear, concise manner and has the ability to provide personal, educational and vocational counselling advice to young and mature adults.
2. Demonstrates the ability to draw on information from multiple sources and use agreed guidelines to analyse data.
3. Strong knowledge of counselling frameworks and current issues and the ability to identify and research the needs of students.
4. Actively listens to colleagues and clients, and works collaboratively to achieve results.
5. Displays flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.

Qualifications / Requirements

Mandatory requirements:

- Possession of a Bachelor degree majoring in Psychology or Social Work, or agreed equivalent, from a recognised Tertiary Institution.

Highly desirable requirements:

- A minimum of two years experience in a variety of community and educational settings.
- Sound understanding and application of computerised management information systems, in particular Microsoft Office software

How to Apply

To apply for this role, please provide the following:

- A current resume with contact details for 2 referees (one of whom should be your current supervisor) and cover letter.
- A maximum two page written response that is aligned to the 'How you will be assessed' section of this role description.

All applications must be submitted via www.seek.com.au by **19 April 2018** and quote Job Ad Reference Number **TQN 028-18**.

For further information, please contact:

Jane McKellar
Industry Portfolio Manager
0447 263 444

Additional Information

- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government Code of Conduct and the department's Standard of Practice and agree to align their professional conduct to these obligations.
- The Child Protection Reform Amendment Act 2014 requires the preferred applicant to be subject to a working with children check as part of the employment screening process. It is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation.