

## POSITION DESCRIPTION

### Career Development Consultant – International

#### Vision

We will

- Deliver a world-class education and research portfolio
- Provide a full and dynamic university experience which is distinctive in character
- Pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International connectedness

#### Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

#### 1. GENERAL

The University of Waikato has made a commitment to providing students with the opportunity to apply their taught knowledge and skills in community-based and work settings and ensuring that they are well prepared for their transition to future study, work and careers.

At the beginning of 2024 the Employability Hub was created, bringing the Work-Integrated Learning (WIL) Central Unit and the Career and Employability team together with a view to enabling the University to offer students a more holistic and integrated approach to employability.

Career and Employability Services are responsible for determining the career development needs of the students and to work with work-integrated learning options, school and student services, key employers, and external stakeholders to develop and deliver innovative career development programmes and services with the aim to enhance the employability of our students and graduates and to create job ready students.

## 2. POSITION PURPOSE

To provide professional career counselling, guidance, resources and workshops to meet the career development needs of University of Waikato students and recent graduates to support their studies, build career capability and increase opportunities to enhance their employability. This role will have a specifically Pacific International student focus, however, the role will be expected to work across all student cohorts.

This role will provide career development expertise to service divisions and faculties; collaborate with and support academic and professional services staff to incorporate career development and planning work within their course work; and to support WIL and other university employability initiatives.

## 3. ACCOUNTABILITY

The Career Development Consultant – Pacific International is responsible to the Employability Hub Manager.

## 4. FUNCTIONAL RELATIONSHIPS:

**Internal:** Director of Student Services  
Work Integrated Learning representatives  
Divisional and School staff  
Student Service Managers  
Centre for Tertiary Teaching and Learning  
International Office  
Alumni Office  
Office of the Assistant Vice-Chancellor Pacific  
Māori and Pacific Support Staff  
Student Accessibility Services Staff  
Current students of the University of Waikato and recent graduates

**External:** Alumni of the University of Waikato  
Employers  
Tertiary Education Commission  
UCENZ, CDANZ  
Ministry of Business, Innovation and Employment  
Immigration New Zealand  
Community groups and organisations with a focus on; work-integrated learning opportunities and graduate employment  
Careers staff at other tertiary institutions  
Waikato Students Union

## 5. KEY TASKS

### 5.1 Career Development / Counselling

- Facilitate the development, delivery, evaluation and continuous improvement of career and employability services; including specialised in-person and on-line workshops, drop-in services and development of digital career resources that encompass diversity.
- Utilise and maintain the MyCareer platform up-dating process standards, to assist with operations and align with student career development interventions and programmes.
- Utilise counselling and facilitation skills to influence and facilitate the development and provision of workshops and resources covering all aspects of the career development process (e.g. career planning, CVs, cover letters, interviews, individual and group career counselling, volunteering, networking etc.)
- Deliver a range of career development and employability services, using relevant tools and resources to build the graduate career capabilities of all students, with an emphasis on supporting the successful transition of international students into the New Zealand workplace.
- Design and develop resources and teaching materials that will develop Pacific International students' career capability and align with up-to-date knowledge of graduate recruitment practices and New Zealand job market information.

- Participate in the development, facilitation, and referral of students to Work-Integrated Learning programmes and the Employability Plus Award, including capability-building activities to enhance international students' work-based learning experiences.
- Continually review and develop appropriate ways to communicate information to students and staff around Careers and Employability services and opportunities.
- Counselling standards are adhered to in accordance with CDANZ Code of Ethics.

## 5.2 Collaborative Relationships

- Work with International Office, the Office of the Assistant Vice-Chancellor Pacific and other stakeholders across the university to develop and deliver a tailor-made service for specific needs of Pacific international students, including exploring ways to include careers education for work-integrated learning purposes and develop initiatives for supporting these students utilising feedback and ongoing development.
- Support other specific initiatives aligned with wider university goals; in particular priority groups of International, Māori, Pacific and students with disabilities.
- Build and maintain collaborative partnerships with academic staff to guide, develop and implement career development services specific to their subject areas and needs for work integrated learning purposes, in particular international students.
- Liaise with faculties and service divisions to promote the usage of the career and employability services and MyCareer platform by students, graduates and university staff.
- Provide feedback on the; Employability Plus Award, Work-Integrated Learning, graduate employment, and current labour market trends along with the expectations from employers.

## 5.3 General Tasks

- Assist with the implementation of communication strategies to raise awareness of the University's career and employability services and the MyCareer platform to key internal and external stakeholders, by building and maintaining effective working relationships.
- Act as an ambassador for the service by maintaining professionalism, and ongoing engagement in professional development opportunities to ensure cultural, career development and employability knowledge is up to date.
- Actively promote the role of Career Consultant/ Counsellor at activities such as Orientation, Open Days, Career Expos and industry events.
- Ensure MyCareer communications, website and social media forums provide relevant and up to date information for students, academics, graduates, alumni and employers regarding emerging workplace technologies, innovations and other job market trends.
- Maintain knowledge of current University academic and administrative policies, procedures and plans as they impact and relate to the provision of Career & Employability services.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.
- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

**NOTE:** Staff have annual objectives, development and reflection (ODR) meetings with their manager. New staff normally attend such a meeting approximately three months after taking up their appointment.

## 6. PERFORMANCE STANDARDS

The Career Development Consultant will be performing satisfactorily when:

- Students have access to reliable, relevant careers counselling and support that assists them to maximise benefits of their qualifications and to enter the workforce, in particular international students.
- Professional, accurate and tailored services and information are provided to current students, recent graduates, and alumni; including referral to other career and employability programmes and resources provided within the University, on-line and in the community.
- Workshops are developed and provided to students in a professional, engaging way with high participation rates and positive feedback.
- Priority students are identified, and programmes are developed that produce student-engagement and an increase in their employability skills. Students are appropriately referred to other services when further assistance is identified.

- Staff and students are aware of career and employability services and the MyCareer platform and what is provided. They actively engage with services through liaison and referral.
- Within the faculties, career development is integrated within their support services and curriculum; infiltrating career development skills throughout the students' learning experience.
- Career and employability on-line tools are effectively used and promoted to students and employers. University promoted tools are monitored for use and effectiveness and informed suggestions are made to the Employability Hub Manager about the continuation and/or implementation of these tools.
- Publications, MyCareer platform and career and employability web pages are kept up-to-date and useful information is available to students in a variety of accessible and appropriate formats.
- The Career Development Benchmarks (Tertiary) are used as a base-line for adequate service provision. An annual self-review of the Career & Employability Services is undertaken and outcomes reported to the Employability Hub Manager.
- Safe and healthy work practices are followed and comply with University policies and procedures, relevant work standards and statutory obligations.

## PERSON SPECIFICATION

### EDUCATIONAL QUALIFICATIONS

#### Essential

- Tertiary qualification in career development, education, counselling and/or equivalent discipline.
- Maintain a CDANZ professional or full membership or be eligible to apply.

#### Preferred

- Postgraduate qualification in Career Development or Career Guidance.
- Postgraduate qualification in a related field such as human resources, education, social work, psychology, training and development or counselling.

### TRAINING, SKILLS AND KNOWLEDGE

#### Essential

- Knowledge and experience in teaching, counselling, career advising roles and/or assisting people to gain employment.
- Knowledge of the NZ job market and issues affecting international students.
- Demonstrated knowledge and/or experience in working with culturally diverse student groups with specific needs including International, Māori, Pacific and students with disabilities.
- Experience in the development and facilitation of workshops and seminars to diverse groups of students and large audiences.
- Effective interpersonal skills for working with individuals and groups and for building effective working relationships with academic and services division staff.
- Ability to create career development resources using a range of technologies.
- Demonstrated knowledge of relevant career counselling techniques.
- Demonstrated knowledge and practical application of contemporary career theories.
- Excellent knowledge of current New Zealand career development and employability issues.
- Understanding of Equal Employment Opportunities and the principles of Te Tiriti o Waitangi.

#### Preferred

- Experience in a career development role in education, public service and/or graduate recruitment.
- Experience in working in a tertiary environment with international students.
- Knowledge of the global job market and issues affecting international students
- Good knowledge of current issues for students in tertiary education particularly in relation to career development.
- Working knowledge of Microsoft Office applications, Learning Management Systems, resource and content development.
- Knowledge of relevant career development psychometric tools.
- Experience in designing and delivering careers education programmes.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

### PERSONAL QUALITIES

- Ability to work with people from a variety of backgrounds and cultures in a helpful and professional manner.
- Able to work autonomously while contributing constructively as a member of the career & employability team.
- Ability to work to deadlines, tolerate interruptions, multi-task and maintain performance under pressure.
- The capacity to show initiative along with discretion, good judgement and respect for confidentiality.
- High level of empathy, listening, advocacy, and negotiating skills.
- Outgoing, energetic and enthusiastic with a demonstrated ability to be innovative, pro-active and forward-looking.
- Ability to work effectively unsupervised and within a team.
- Genuine commitment to providing a high quality, professional service.

- Willingness to continually develop new skills and knowledge and maintain currency of labour market, career trends and resources.
- A sense of humour, personal resilience and the ability to work in a dynamic environment.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.