

Position Description

Position Title	Careers Advisor
Position Number	30101375
Division	People and Culture
Department	Workforce Planning and Resourcing
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Grade 3
Classification Code	HS3 – HS25
Reports to	Director – Workforce Panning & Resourcing
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Careers Advisor will be responsible for providing guidance and support to staff who are seeking to progress their career in the health sector. The role also supports the development and delivery of essential training and assessment activities for staff covered by the Health and Allied Services, Managers and Administrative Workers Enterprise Agreement.

Responsibilities and Accountabilities

The Careers Advisor supports staff career development by facilitating career planning, coordinating training opportunities, and promoting health careers through education partnerships and events.

Key Responsibilities

Careers Advice and Promotion

- Facilitate meetings with staff to determine career pathways that align with their personal career goals. This may involve conducting career planning assessments.
- Establish and maintain relationships with local secondary and tertiary education providers for the purpose of promoting careers in health to students and learners.
- Facilitate the work experience program ensuring positive experiences for students wishing to pursue a career in health.
- Co-ordinate Bendigo Health's attendance at Careers Expos and events

Training and Education

- Support staff to determine appropriate education and training opportunities to support their career progression goals.
- Liaise with the internal education team at Bendigo Health to ensure the training and education programs offered facilitate the career progression of staff covered by the Health and Allied Services, Managers and Administrative Workers Enterprise Agreement.
- Liaise with external training providers to inform the creation of appropriate courses to facilitate the progression of careers for the identified staffing group

General

- Participate in sector wide Workplace Trainer and Careers Advisor networking
- Promote the services of the Careers Advisors with managers and staff throughout Bendigo Health

Key Selection Criteria

Essential

1. Qualifications / Certificates

- a) TAE40110: Certificate IV Training and Assessment, or equivalent, or the ability to obtain such within the role or
- b) Tertiary qualifications, or substantial experience in a relevant field such as teaching, careers counselling or human resources.

2. High level computer skills including demonstrated experience in the use of Learning Management Systems.

3. Demonstrated customer service skills
4. Strong empathy and cultural awareness
5. Well-developed presentation, communication and consultation skills
6. Strong attention to detail and commitment to quality
7. High level administrative, organisational and problem solving skills

Desirable

8. Experience in scheduling, marketing, coordination and delivery of both large and small scale training events.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.