



Melbourne Archdiocese
Catholic Schools



MARYMEDE
CATHOLIC COLLEGE
In the way of Mary

Position Description

Careers Counsellor

Purpose of position	The Careers Counsellor is a member of the team responsible to realise the College Careers and Pathways Program. They will provide students with career orientated advice, education, exploration opportunities, information, counselling and guidance. Working in collaboration with teachers the Careers Counsellor will support the implementation of the Victorian Careers Curriculum Framework. The role will be enacted in a manner consistent with the College Mission, Vision and Values.
Staff Team	Careers and Pathways Team
Reporting to	Careers and Pathways Team Leader
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang
Classification	Education Support Officer Level 3, Category C <ul style="list-style-type: none"> Salary range \$78,206 to \$88,613
Salary and benefits	<ul style="list-style-type: none"> Salary as per Catholic Education Multi Enterprise Agreement 2022
Commencement date	January 2025
Employment conditions	<ul style="list-style-type: none"> Part-time (0.5 FTE) Ongoing School holidays Working hours are 8.00am to 4.06pm, Monday to Friday (30-minute lunch) Days and hours are negotiable around the 0.5 FTE <p>The successful applicant will:</p> <ul style="list-style-type: none"> be subject to a satisfactory National Police Record Check and Employee Working with Children Check <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant extensive experience</p> <p>Degree in people related services; or other formal qualifications with substantial experience and specialist expertise in career advice, career related training or job placement related services. A</p>

	<p>Graduate Certificate in Career Development or similar would be suitable.</p> <p>Ideally be a member of Career Industry Council of Australia (CICA) and CEAV</p> <p>Experience in the education sector or relevant skilled areas would be an advantage but is not essential.</p> <p>A current Victorian driver's licence and access to vehicle.</p> <p>A current Working with Children Check.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>
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Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Equip students with the necessary skills to navigate the complex and rapidly changing world of work
- Prepare and empower students so that they can manage their career planning and decision-making throughout the continuum of their future pathways, work and life
- Help students develop capabilities for lifelong learning and for leading fulfilling lives
- Contribute to ensuring the College successfully implements the Victorian Careers Curriculum Framework across Years 7 to 12
- Provide for students career orientated:
 - advice
 - education
 - exploration opportunities
 - information
 - counselling
 - guidance
- Provide a collaborative, solutions-focused approach to students, and empower them to be strengths and solutions focussed
- Liaise with the teaching team to support case management of students including enrolments, exits and support group meetings
- Support student career related applications including VTAC and SEAS
- Facilitate career testing
- Ensure students have a career plan
- Actively support the College's subject selection process
- Present in various forums to students, parents and staff
- Maintain up to date career orientated knowledge and be engaged with relevant networks
- Support the Structured Workplace Learning and Work Experience Programs including conducting visits
- Supervise students while performing their normal duties but not instead of a teacher
- Foster the culture of Child Safety at the College

- Complete operational and administrative responsibilities including the assisting with the preparation and monitoring of relevant budgets and resource development
Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Demonstrated high level interpersonal and communication skills, with a proven ability to consult, counsel and liaise with a wide range of people from culturally diverse backgrounds
- Skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

September 2025