

## SENIOR TAFE COUNSELLOR

|                           |  |           |     |
|---------------------------|--|-----------|-----|
| BRANCH/UNIT               | TAFE Commission  |           |     |
| LOCATION                  | Various  |           |     |
| CLASSIFICATION/GRADE/BAND | Counsellor   |           |     |
| POSITION NO.              | TBA  |           |     |
| ANZSCO CODE               | 272199   | PCAT CODE | TBA |
| TAFE Website              | <a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a> |           |     |

### 1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### 2. POSITION PURPOSE

Designated Regional General Manager for College/Campus operational, administrative, and professional matters and the efficient conduct of services and to the Regional General Manager for broad Regional counselling service issues.

### 3. KEY ACCOUNTABILITIES

1. Delivery of efficient and appropriate counselling services to designated colleges/campuses.
2. Responsible for the efficient management of counselling services through identification and determination of service priorities, regular service reviews, and appropriate application of resources.
3. Conducting counselling/programs in the areas of educational, vocational/career and related personal matters, including where appropriate the use of educational, vocational and psychological tests.
4. Identifying, reporting and recommending to management on broad trends, issues and concerns relevant to students, educational programs and/or the College.
5. Liaising with other senior counsellors within the RTO for the purpose of planning and reviewing RTO-wide counselling services.
6. Establishing and maintaining appropriate links between college and community resources for the purpose of information and referral.
7. Providing educational consultancy and staff development programs in specialist areas where appropriate.
8. Ensuring that appropriate administrative functions for the Unit(s), including record keeping, data collection and maintenance of confidential files are undertaken.
9. Providing professional support and supervision to counselling staff through the provision of staff induction and training, opportunity for/access to staff development and professional/case supervision. Supervising ancillary staff.
10. Ensuring professional standards, ethics and policies are applied within the counselling service, including appropriate recruitment, performance appraisal/development and resources maintenance.
11. Ensuring that the principles of equal employment, OH&S, ethical practice, and appropriate legislative requirements are known to, and applied by all staff.
12. Performing other appropriate duties as required.

### 4. ESSENTIAL REQUIREMENTS

1. Eligibility for registration under the NSW Psychologists Registration Act
2. Recognised degree with a Major in Psychology or equivalent
3. Substantial experience in the provision of vocational, educational and personal counselling services preferably in an educational setting
4. Sound knowledge of NSW VET systems
5. experience in supervision of professional and administrative duties
6. An understanding of current developments in VET
7. Demonstrated management and professional leadership skills
8. Effective and flexible oral and written communication, negotiation and liaison skills
9. Commitment to quality customer service, continuous improvement and team work
10. Knowledge of and commitment to the Department's Aboriginal education policies.