Position Description TAFE Specialist Employment Partnership (TSEP) Consultant

# **Brief description**

As a TSEP consultant, you will be co-located on campus, working one on one with students with disability in their final year of study to achieve their post study employment goals. Students may choose to register with you outside of the TAFE environment prior to graduation (if studying part-time) or after graduation, having built a good relationship with you and now aware of your provider’s expertise in this field.

# **Tasks and responsibilities**

* Foster high expectations with and for TAFE graduates with disability and employers.
* Ensure students are fully prepared for the job-search process by supporting them to:
	+ prepare high-quality resumes, cover letters and responses to selection criteria
	+ develop winning LinkedIn and social media strategies
	+ build confidence in interview techniques.
* Offer strategies and ideas to build students’ confidence over time, including the ability to effectively share information about disability when required (the ‘how, why and when’ to share information about disability has been identified in research as a primary concern of TAFE graduates).
* Seek opportunities with your TAFE TSEP team to build relationships with a range of internal TAFE staff (e.g. human resources, education unit/business unit leaders, wellbeing and mentor program coordinators) to collaborate, learn and share expertise and skills.
* Refer students with disability to existing TAFE services where possible and appropriate.
* Organise placements and work experience throughout the year while assisting with applications for work post-graduation for the students you are supporting.
* Build relationships with relevant businesses, negotiate placement intakes, and convert these into employment opportunities.
* Maintain record keeping and data collection for the TSEP partnership through surveys and any method prescribed by your TSEP partnership in accordance with the TSEP agreement (meeting Office of Australian Information Commissioner [OAIC] privacy requirements and your organisation’s privacy policy). *The statistical information gathered from student surveys nationally is required to identify further opportunities for support and to build evidence to advocate for fundamental, systemic policy changes to improve graduate employment outcomes for people with disability.* [https://www.TSEP.com.au/studentform](https://www.usep.com.au/studentform) …………….?
* Create networks and contact lists ranging across sectors, industries, specialties and roles relevant to the student with disability you are working with.
* Utilise national partnerships and relationships with other TSEP consultants to share information and resources.
* Engage with the Disability Employment Services (DES) community of practice for regular updates and opportunities to share information.
* Communicate with your local TAFE partner and National Disability Coordination Officer (NDCO) to harness their networks, knowledge and resources for your success!

# **Qualifications and requirements**

* Sound understanding of the TAFE environment, developed through experience working within universities and/or completion of TAFE qualifications
* Capacity to work with employers to secure work experience and employment for students that is commensurate with TAFE qualifications
* Capability to network and engage professionally with TAFE staff
* Demonstrated knowledge and understanding of the broad range of disabilities within the Australian community
* Proven track record working within the Disability Services environment, including: knowledge and understanding of local labour market, industry recruitment practices, government programs, supports and subsidies
* strengths-based, person-centred approach to empowering employers to understand the benefits of employing people with disability
* supporting people with disability to secure employment
* Innovative, forward-thinking, problem solver with excellent communication skills to interact successfully in the TAFE setting and to obtain post study positions with appropriate employers.