

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 3	Role Type	Careers and Pathway Advisor
Job Posting Title	ES1-3 Careers and Tertiary Adviser		
Subjects/Duties		Level	
Begin Date	27/01/2026	End Date	
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1502720		
Contact Name	Belinda Hudak		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	12/11/2025		

Position Descriptions

Visible	Internal and External
Description Type	Conditions of Employment

Description	• All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements. • Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check. • A probationary period may apply during the first year of employment and induction and support programs provided. • Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at http://www.education.vic.gov.au/hrweb/Pages/default.aspx
Visible Description Type	Internal and External Diversity and Inclusion The department is committed to diversity and inclusion and developing a workforce that is representative of the community we service. We value diversity and inclusion in all forms - culture, gender, religion, ethnicity, LGBTIQA+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of safe, respectful and inclusive workplaces is essential to high performance and promotes flexible work and diversity across all schools and Department workplaces. It is our policy to provide reasonable adjustments for staff with disability (see Workplace adjustment guidelines). Description Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islander candidates from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.
Visible Description Type	Internal and External Role Description As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless otherwise agreed, an education support class employee will be in attendance for 7.6 hours

daily (for a full-time employee) between 7am and 6pm from Monday to Friday.

Additional hours that may be required by this position are subject to the DE Time In Lieu arrangement (9)(a).

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve specific objectives, such as in school administration, operations or educational programs.

Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy. Deviation from standard procedures and school policy will require guidance and direction from senior management.

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility. Staff management issues will be resolved with minimal reference to senior management, although guidance will be required in more complex cases. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or educational program and is unlikely to impact substantially on whole of school operations.

This is the minimum range for positions that carry a mandatory qualification requirement of not less than four years. Professional student support positions become a feature at range 3 (e.g. therapists, psychologists) where standard professional services are delivered. Professional support and guidance will be close at hand and deviation from standard procedures and school policy will require guidance and direction from senior management.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

**Visible
Description Type**

Internal and External
Other Information

Dear Applicant

Description

Thank you for your interest in this vacancy at **Mildura Senior College**

Applicants should address the key selection criteria.

Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.

Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.

If you have an Employee ID Number, please include it on your application.

Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).

A copy of your current Employee **Working With Children Check** will be required if successful.

**Visible
Description Type**

**Internal and External
Selection Criteria**

1 Demonstrated capacity to develop professional knowledge and experience to deliver high quality services, for careers counselling and case management to support student transitions to training providers, universities, alternative programs and employment.

2 Highly developed communication skills to engage with a range of stakeholders including students, parents, teachers, support staff, work experience placements, tertiary providers, and other relevant agencies and organisations.

Description

3 Demonstrated ability in the use of office systems including Microsoft and Google to allow for maintenance of data and compliance documents.

4 Having well-developed organisation skills with a demonstrated ability for effective time management, establishing priorities, procedures and guidelines relating to the work area.

5 A proven ability to always maintain a high level of professionalism and integrity. With a commitment to supporting students with diverse backgrounds in alignment with College values.

**Visible
Description Type**

**Internal and External
Responsibilities**

The Careers and Tertiary Adviser is responsible for the following:

Description	Tertiary Pathways: Manage and promote Tertiary Applications for students including Victorian Tertiary Admissions Centre (VTAC) and other State application processes as required.
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Co-ordinate the Tertiary Information Sessions (TIS) for parents and students.

Co-ordinate Tertiary Trips, including campus visits, accommodation and travel.

Co-ordinate careers information opportunities for all students.

Promoting Careers Planning with our local partnership schools Yrs7-10 and wider community by representing Mildura Senior College on the relevant careers, networks and forums.

Preparing reports and data regarding Tertiary admissions when directed by the Principal.

Student destination data collation and data modelling.

Maintain appropriate student records, ensuring confidentiality and communicate effectively with other staff and parents.

Gather, analyse and utilise data to advise on and evaluate school programs in terms of careers and pathways support for students.

Provide individual counselling on post-school pathways for all students and parents.

Seek out scholarship opportunities for students and aid students with their application processes.

Careers:

Providing general careers counselling to current and potential students and parents who seek information regarding careers pathways such as tertiary course options, apprenticeships, subject prerequisites and scholarships.

Provide appropriate input into the deliberations of the Transitions and Pathways team to ensure the colleges student pathways goals, priorities, policies and strategic plans are met.

Facilitating the professional development of college staff on careers and tertiary related aspects and the development of individual pathway plans for all students.

Providing support to school events such as Open Day, Transition, and Enrolment Evenings.

Make recommendations to school leadership on ways to further improve career and work education at the school.

Provide appropriate support to Pathways Leading Teacher in developing career activities in the VCE program.

Utilising gathered data to link students to potential job opportunities.

General:

Communicate effectively and foster positive relationships with all members of the school community.

Attendance at events outside of regular hours as required. Note Time in Lieu will be available for additional hours worked.

Preparation of documentation that may include high levels of professional or technical language, including reports, case studies and the analysis of data.

Demonstrate strong written and verbal communication, administrative, and organisational skills, to ensure tasks are performed to a professional standard.

Manage multiple priorities and confidently work independently on projects, while exercising good judgment and problem-solving abilities in a variety of situations.

Manage career centre resources and keep up to date in the areas of careers and tertiary advice.

Actively seek and participate in professional development (subject to College P&D guidelines).

Attend and participate in team meetings.

Participating in the Colleges performance and development processes in line with DE requirements.

General duties as directed by the Principal within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

Education and Experience:

Relevant Certificate, Degree or Diploma relating to Career Development is highly desirable.

Experience working in similar role or setting highly is desirable.

Current Drivers Licence.

Current Working with Children and Victorian Criminal Records Check.

**Visible
Description Type**

Internal and External
Location Profile

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne.

The College has a student population in 2025 of 1022 enrolled students with the addition of Year 10 VCE and VET students undertaking accelerated studies. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Vocational Major (VM). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VM, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

Description

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VM Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College, Henderson College and Mildura Christian College. There is close cooperation with these colleges to support student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment, and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura

Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VET advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 136 members of staff including 86 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Visible Description Type	Internal and External Who May Apply
Description	Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.
Visible Description Type	Internal and External Child Safe Standards
Description	Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the department's exemplar available at: https://www2.education.vic.gov.au/pal/child-safe-standards/policy
Visible Description Type	Internal and External DE Values
Description	The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those

who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	29/10/2025	12/11/2025
Internet	External Posting	29/10/2025	12/11/2025

Job Information

Created By	09638123(Heidi Earle)
Created	29/10/2025
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(Dept of Education and Training)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	
Status Date	29/10/2025
Date Authorized	29/10/2025
Fixed Term Reason Verified	

Employees Being Replaced

Employee ID	Name
10240758	Amanda Smith

Staffing information

Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly