



POSITION DESCRIPTION

Directorate: ACT Education Directorate

Division: Service Design and Delivery

Business Unit: Education Programs and Services

Position Title: Careers and Transitions Coordinator

Position Number: 09480

Classification: Senior Officer Grade C

Location: Hedley Beare Centre for Teaching and Learning, Stirling

Last Reviewed: June 2026

Position Requirements: Permanent resident of Australia. Hold a current *Certificate IV in Career Development*, or *Graduate Certificate in Career Development Practice*, Working with Vulnerable People (WWVP) registration, Drivers Licence.

DIRECTORATE OVERVIEW

The Education Directorate (The Directorate) is responsible for early childhood education and care, and school education in the ACT. The Directorate provides school education services to children and young people both directly through public schools and indirectly through regulation of non-government schools and home education.

Our vision is that we will be a leading learning organisation where people know they matter. We focus on creating capable, resilient, and active citizens by placing students at the centre, empowering learning professionals, building strong communities, and systems that support learning.

The Directorate is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>

BUSINESS UNIT OVERVIEW

The Education Programs and Services (EPS) Branch is an operational team delivering universal learning and well-being strategies, frameworks, policy and programs. The work of the team is

multifaceted and supports ACT public schools through policy development and implementation, as well as program design, delivery and management, and the development and delivery of professional learning activities in areas such as, but not limited to:

- Aboriginal and Torres Strait Islander Education
- Careers and Vocational Pathways
- Care and Use of Animals in Schools
- Excursions and Physical Activities
- International Education
- Instrumental Music Program
- Languages Education
- Pre Learner Licence Course
- Religious Education.

EPS also has responsibility for supporting key events on the ACT public school calendar, such as the Year 10 Excellence Awards and the Canberra CareersXpo.

EPS supports schools to implement vocational and career education initiatives. Our team works collaboratively with schools to provide opportunities for students to participate in programs, including Australian School-based Apprenticeships (ASbAs), Vocational Learning Programs (VLPs), and the Understanding Building and Construction Program (UBCP) – Try-a-Trade initiative.

We also support Vocational Education and Training (VET) in secondary schools, career education, and student transitions, focusing on designing, developing, and implementing improved programs and processes for ACT school communities.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

POSITION OVERVIEW

The Careers and Transitions team within the EPS branch is responsible for the day-to-day operations that support career education and transitions in the ACT. This includes the development and implementation of quality systems that support innovation and growth in careers education and pathways for secondary schools, processes to support continuous system improvement, and assurance of compliance with applicable statutory and regulatory requirements.

As the Careers and Transitions Coordinator, you will work collaboratively with ACT public schools and Education Support Office business units to understand the relationships and services required to support the development of personalised pathways for students, with a focus on career education and transitions.

You will develop resources, programs and guidelines, and provide advice to support transitions into, within and from ACT public schools. You will also maintain and communicate the organisation's strategy for the provision and promotion of career and vocational pathways, ensuring that supporting business processes and information are accurate and up to date.

In addition, you will establish and maintain effective networks and work collaboratively with parent and industry groups to build strong and sustainable partnerships that support career education and student transitions in the ACT.

Our ideal candidate takes ownership of issues and demonstrates the ability to work with a variety of stakeholders to understand business requirements and develop effective, scalable solutions. This includes collaborating across the Directorate to develop documentation and facilitate workshops.

You will bring proven experience in managing projects within tight timeframes, building strong relationships, communicating effectively and influencing stakeholders. You are adaptable and able to manage competing priorities, while remaining resilient, professional and committed to making a positive impact.

WHAT YOU WILL DO

1. Help design and deliver initiatives that support improved student pathways, informed by consultation with stakeholders and research.
2. Contribute to the design and development of units of work aligned to the Australian Curriculum (General Capabilities, Work Studies) supported by stakeholder consultation, engagement and research.
3. Work collaboratively across the Directorate and schools to develop resources and ensure transitions and careers advice meet the needs of students and the broader community, with a focus on strengthening career education across primary schools, high schools and colleges.
4. Build partnerships between ACT public schools, service providers and local industry to support students to transition to further education and/or employment and make informed career choices.
5. Liaise with school staff to support the delivery of career education and transitions programs, ensuring they are evidence-based, meet the needs of students, and are supported by current policies and procedures.
6. Support the Transitions and Careers Officer (TaCO) network in colleges by coordinating quarterly meetings and providing regular updates on opportunities for college students.
7. Support Transition Network Groups (TNGs) by organising and delivering an annual TQI-registered workshop and facilitating network meetings with a focus on continuous improvement.
8. Support high schools and colleges to use the online career education platform by extracting and analysing performance data, providing professional learning for staff, and supporting effective implementation.
9. Provide relevant, current, evidence-based analysis and strategic advice to senior officers and government on matters relating to career education and transitions, including the preparation of reports, briefs and other materials.

10. Undertake complex work under limited direction, including overseeing project development and implementation, and ensuring systems and services work effectively with a focus on continuous improvement.
11. Work in accordance with and uphold the ACT Governments Respect, Equity and Diversity Framework and the Directorates' Work Health and Safety System.
12. This position may involve direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Strong communication, analytical and organisational skills, with demonstrated ability to plan, prioritise and coordinate work to deliver high-quality outcomes in a complex and dynamic environment.
2. Demonstrated experience in designing, delivering and evaluating career education and transition initiatives, including developing resources and programs aligned to the Australian Curriculum and supporting consistent, high-quality practice across all school settings.
3. Demonstrated ability to analyse complex issues and provide strategic, evidence-based advice, including sound decision-making aligned with legislation and government priorities.

Behavioural Capabilities

1. Proven ability to build and maintain strong, collaborative relationships with internal and external stakeholders including schools, industry and training providers, to support career education and student transitions.
2. Demonstrated resilience and adaptability, with the ability to respond to change, take initiative, and work effectively both independently and as part of a team.
3. Demonstrated understanding and commitment to the implementation of the principles of Respect, Equity and Diversity (RED), ACTPS values and principles, participative work practices, work health and safety, staff development and training.

HOW TO APPLY

- Please submit a response (maximum of two pages) addressing the 'Professional and Technical Skills, and Knowledge', and 'Behavioural Capabilities' requirements included in the Position Description.
- Provide your current resume.
- Two referees with a thorough knowledge of your work performance and outlook. Please ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Compliance Requirements / Qualifications

- Hold a current *Certificate IV in Career Development*, or *Graduate Certificate in Career Development Practice*.
- Driver's licence, class C and have access to a private vehicle.
- To be eligible for permanent employment within the ACT Public Service you must be an Australian citizen or a permanent resident.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 .

Desirable

- Qualifications and/or experience in teaching and/or career education.
- Current full time teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).
- Demonstrated knowledge and implementation of the Australian Curriculum.

Further information

- This a permanent position. A Merit Pool will be established from this selection process and will be used to fill vacancies over the next 12 months.
- Selection may be based on application and referee reports only.
- Contact Officer: Kirstin De Montis on Kirstin.DeMontis@act.gov.au or 6205 3155