

## CAREERS COUNSELLOR - REPLACEMENT

**Our Lady of Mercy College, Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.**

Applications are invited from suitably qualified, dynamic, experienced people for a replacement Careers Counsellor. The successful applicant will be highly motivated and have an accredited qualification in Careers Education. The ability to teach Unit 1 VCE Vocational Major Work-Related Skills is preferred but not essential.

Key responsibilities during the appointment also include:

- Advise students of tertiary education requirements
- Oversee the Work Experience and Structured Work Placement Learning programs for VET and VCE VM students
- Organise and monitor visits for VET and VCE VM students on work experience placements and/or Structured Workplace Learning
- Liaise with the Learning & Teaching Team, the Pathways Coordinator, House Coordinators and School Counselling Team to support students
- Work with the Assistant Careers Coordinator to organise and prepare resources for the Year 10 Subject Selection Program

**Dates:** 20 April 2026 until 5 June 2026

**Terms:** Full time, fixed term replacement

**Salary and conditions** are in accordance with the Catholic Education Multi-Enterprise Agreement 2022, and are dependent upon qualifications and experience.

**Applications close:** 8am 12<sup>th</sup> March 2026. We invite candidates to submit their application as soon as possible as we will shortlist and interview high quality applications as they are received. An appointment will be made as soon as practicable.

**How to apply:** Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for the position description, application instructions and information about the College. Applications should be emailed to [applications@olmc.vic.edu.au](mailto:applications@olmc.vic.edu.au) with the following four attachments:

- The OLMC Employment Application form
- A cover letter, addressed to Judith Weir, Principal
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

**Applications submitted without the required documents will be ineligible for consideration.**

All candidates must provide evidence of having the right to live and work in Australia. Teachers must have current VIT registration and provide certified results transcripts. If shortlisted, two to three referees will be required, one being the current employer.

Our school community promotes the safety, wellbeing and inclusion of all students.

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