

ISTP: CAREER DEVELOPMENT & ACCESS



ALEXANDRA SEMMENS

Careers Advisor

A.Semmens@murdoch.edu.au

9360 2596

www.ace.murdoch.edu.au

DISCOVERERS WELCOME



A CAREER ACTIVIST IS...



Someone who is proactive in planning, evaluating, directing, and controlling his or her career rather than simply reacting as situations arise. A career activist has an enduring interest in understanding and achieving his or her full career potential, while maximizing career marketability



IDENTIFYING.....



CAREERS

What

EMPLOYERS and INDUSTRY

- Who and Where

PRESENTING YOURSELF

Tips for cover letters and the perfect CV

Making connections

Installation



DISCOVERERS WELCOME

CAREERS/JOB TITLES



Due to the diverse disciplines and complexity of the roles and responsibilities, there is no such thing as a typical career.

Community Affairs Consultant
Corporate Citizenship Coordinator
Diversity and Equity Programs Officer
Sponsorship and Events Foundation Manager
Fundraising Consultant
Community Options Coordinator
Stakeholder and Community Relations Manager
Communications Officer
Corporate Marketing Coordinator
Climate Policy and Projects Officer
Travel Smart Officer

CAREERS/JOB TITLES



Environmental Projects Officer
Sustainable Development Officer
Manager Safety and Employment Risk
HR Strategy and Planning Officer
Community Liaison Coordinator
Research - social, political, govt
Energy Policy Officer
Social Strategy Officer
Environmental Health & Safety Officer
Graduate Development Programs
Youth Worker, Aged Care...
Employment and Placements, Internship Coordinator
Specialist Projects Officer (eg *FERN*)

EMPLOYERS and INDUSTRY



Community Relations Philanthropic services; stakeholder liaison; community partnerships programs; internship coordinator; business development roles; youth, aged care; exchange programs (eg AYAD, Oxfam, Educational and Environmental)

Corporate Affairs/Public Relations Brand and corporate communications; communications and media; corporate marketing; shareholder relations; advocacy; journalism (eg ODE Magazine)

Environmental Sciences/Engineering Climate policy and projects; Carbon Neutrality; Conservation; Environmental, Health and Safety (EHS); quality compliance; transport sustainability; waste and recycling; biodiversity; sustainability innovations (alternative renewable energy sources)

EMPLOYERS and INDUSTRY



Financial Services Corporate and investor relations; financial strategy and sustainability; risk assessment; forensic accounting; *duties include credit risk protection, responsible loaning policies, balancing the needs of shareholders and other stakeholders, carbon trading and pricing signals*

Health, Safety and Sustainability Fair Trade companies, *duties include maintaining a safe and sustainable working environment through activities such as collecting data*

HR Strategy and Organisational Dev.

Employee relations, HR Advisor, recruitment services, people and business excellence director, HR strategy and planning

EMPLOYERS and INDUSTRY



Regulation and Governance Advisor, Ethical Standards; Sustainability Policy; Risk Manager; Compliance Training and Education; Social Responsibility and Ethics

Corporate and Social Responsibility

Manager, Institutional and Corporate Sustainability; Sustainability Manager; Sustainability Stakeholder Communications; Paralegal, CSR practice

EMPLOYABILITY SKILLS



Research into Australian employers' views on employability skills (ACNeilson Research Services, 2000) found that the following were sought in graduate employees:

Communication skills that contribute to productive and harmonious relations between employees and clients;

Teamwork skills that contribute to productive working relationships and outcomes;

Problem solving skills that contribute to productive outcomes;

EMPLOYABILITY SKILLS



***Initiative and enterprise skills** that contribute to innovative outcomes;*

***Planning and organising skills** that contribute to long-term and short-term strategic planning;*

***Self-management skills** that contribute to employee satisfaction and growth;*

***Learning skills** that contribute to ongoing improvement and expansion in employee and company operations and outcomes;*

***Technology skills** that contribute to effective execution of tasks.*

PRESENTING YOURSELF



4 Steps:

- ✓ Research the industry and roles
- ✓ Identify your skills, knowledge, talent and potential
- ✓ Make connections and participate
- ✓ Design your CV, E-Portfolio, master selection criteria

COVER LETTERS & CV



- ✓ Make your letter interesting
 - what you can do for them
 - express your vision
 - grammar, spelling, layout
 - no Dear Sir/Madam

- ✓ CV: Relevant information first
 - 3 pages max
 - Competency based

THE FOCUS SHOULD BE RELEVANT TO THE AD OR
TO THE ROLE THAT YOU ARE SEEKING



SUSTAINABLE DEVELOPMENT PROJECTS OFFICER

*Combining a passion for social entrepreneurship with strong planning
and project coordination skills*

Recent Sustainable Development graduate looking to apply specialist skills, knowledge and experience in the area of social and corporate responsibility. Consistently rated by placement supervisors and colleagues as a diligent, resourceful, and proactive individual. Demonstrated strengths in team leadership, project planning and implementation together with a sound aptitude for conducting assessments, evaluations and seeing projects through to completion.



RELEVANT SKILLS FOCUS



AREAS OF COMPETENCY

Data Analysis

MS Office

Project Management

Training

Leadership

Negotiation

Administration

Research Methodology

Relationship Building

Experience vs Employment



RELEVANT EXPERIENCE

PLACEMENT

Duration

ORGANISATION

Description of the organisation in no more than two lines

- Three or four key experiences (tasks, projects, outcomes)
- Do not write a job description
- Use action words (eg developed, initiated, prepared)

RELEVANT EXPERIENCE



RELEVANT EXPERIENCE

STUDENT PLACEMENT

20 November 2007 - 1 February 2008

Fremantle Environmental Resource Network (FERN)

FERN is an inclusive community driven centre that engages, responds to and inspires community interest toward sustainable living practices.

- Successfully applied for a grant to implement water savings on site and engaged the local community in saving water by the Water Grant Scheme.
- Conducted a survey on permaculture initiatives within the local area; evaluated responses and recommended the inclusion of on-site training programs.
- Performed human factors engineering tasks (eg task analysis, focus groups, user testing) in the Usability Testing and Analysis Facility (UTAF) at FERN under the supervision of the Special Projects Officer.

TRANSFERABLE SKILLS



OTHER EXPERIENCE

List industry and skills acquired. No need to go into lengthy, irrelevant job descriptions

Example: Barista, Ecochina, Mandurah

January 2006 to date

Developed excellent skills in quality customer service; working in busy, demanding environment while maintaining a positive and friendly manner; strong teamwork capabilities and regular competitor in "Best Barista Awards". Additional experience in training and motivating staff.

MAKING CONNECTIONS



Attend industry forums

Join local community groups

Engage with local government

Write letters to local media

Conduct Informational Interviews

Alumni Mentoring Program

...and become a mentor yourself!

GOOD WEBSITES



www.myfuture.edu.au

www.getaccess.wa.gov.au

www.careerethics.com.au

<https://careerconnect.murdoch.edu.au>

Recommended Reading: [HOW TO BECOME AN EXCEPTIONAL HUMAN BEING, by Robin Sharma](#)

http://woocomcampaigner.woocom.com.au/download/files/03727/545710/e_book_ExtraHumanBeing.pdf