

CAREER PATHWAYS ADVISOR

Function:	Student and Academic Services
Reports to:	Student Support Services Manager
Location:	Hawkes Bay, with significant presence in Tairāwhiti
Arrangement:	Permanent Full-time
Date:	July 2026

Pūtake | Purpose

The Career Pathways Advisor empowers learners to understand themselves, explore possibilities, make informed career decisions, and successfully transition through education/training and into employment. The role provides integrated career development, employability, pathway planning, and work-integrated learning support for prospective and current learners. The Career Pathways Advisor works collaboratively with secondary schools, employers, industry, and community partners, as well as academic teams within EIT, to help learners develop career management capabilities, gain meaningful workplace experiences, and achieve successful education and employment outcomes consistent with EIT's commitment to learner success, workforce readiness, and lifelong learning.

Ngā Whanaungatanga | Working Relationships

Internal:	Current students; Teaching teams; Student Support teams; Events and Engagement team; Registry team; Executive Director Student and Academic Services; all EIT campuses and learning centres
External:	Community partners and stakeholders; Employers and industry partners; Network colleagues; Secondary schools; Prospective students

Mana Whakahaere | Resource Delegations

Financial:	None
People:	None

Kawenga Mahi | Accountabilities

Career Development and Futures Planning:

- Provide individual and group career development guidance and coaching.
- Assist learners to identify strengths, interests, values, skills, and aspirations.
- Support development of career management competencies and future career planning.
- Facilitate career decision-making using evidence-based career development practice.
- Assist learners to explore vocational, educational, and employment opportunities.

- Apply evidence-based practice through the use of career planning tools, labour market information, and Tahatū Career Navigator resources.
- Support learners through transitions: secondary to tertiary education; programme changes; tertiary study to employment; upskilling pathways.

Pathways and Transition Support:

- Build and maintain relationships with secondary schools, careers advisors, and pathway providers.
- Provide information and guidance regarding tertiary pathways and programme selection.
- Assist prospective learners and whānau to understand educational and workforce opportunities.
- Work with relevant EIT teams to deliver pathway workshops, expos, and transition events.
- Support successful transition into tertiary learning environments.
- Support prospective students in identifying scholarships.
- Coordinate initiatives that connect education pathways with workforce needs.

Employability and Graduate Success:

- Design, deliver, and evaluate employability development workshops.
- Support learners with CV and cover letter preparation, interview preparation, networking skills, digital presence, job-search strategies, recruitment processes.
- Support graduate transition into employment and further study.
- Develop and maintain productive relationships with employers and industry partners.
- Gather labour market intelligence to inform advice and programme development.
- Apply culturally responsive and learner-centred practices to support equitable access for all learners to futures, careers, and employability services.
- Work with relevant EIT teams to facilitate alumni and employer engagement activities and to monitor graduate destination and employment outcomes.

Work-integrated Learning (WIL) Support:

- Support programme teams in the development and delivery of WIL opportunities (e.g. internships, placements, practicums, projects).
- Support programme teams in preparing learners for workplace engagement through professional readiness activities.
- Support programme teams in their liaison with employers regarding placement expectations and learner progress.
- Monitor quality and effectiveness of WIL experiences across the organisation.
- Contribute to the development of policies and practices supporting WIL.
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General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications

- A degree level qualification in Career Development or a related field is required.
- A relevant postgraduate qualification would be an advantage.
- Current membership or eligibility for membership with CDANZ.
- At least five years' experience in WIL, employability, or student success fields.
- Thorough understanding of and ability to apply relevant TEC tools and frameworks (e.g. Tahatū Career Navigator, Careers Quality Framework).
- Thorough understanding of career development theory and practice, tertiary and vocational education pathways, and qualification frameworks; labour market trends and future workforce needs.
- Demonstrated skills in culturally responsive, learner- and whānau-centred practice.

Ngā Uara o Te Aho a Māui | Values of EIT

Herea te momoho | Inspire success:

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.
- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
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