APPLICANT INFORMATION PACKAGE

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Sydney Olympic Park NSW 2127
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1300 ASK UAC (1300 275 822)
from mobiles: (02) 9752 0200
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ACN 070 055 935 | ABN 19 070 055 935

Thank you for your interest in applying for the Content Editor position with the Universities Admissions Centre (UAC). This package is designed to provide you with information about UAC's recruitment process and general conditions of employment.

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SNAPSHOT OF EMPLOYEE BENEFITS

Work-life balance

- Short 7-hour day (35-hour week), with an hour for lunch, Monday to Friday.
- Employees who work more than the standard 35-hour week are entitled to overtime pay.
- Flexible work arrangements.

Generous leave entitlements

50 days sick leave with conditions

Family & community services leave

Study support leave

Concessional days

Rostered Day Off (RDO) system: accumulate 1 day off every 4 weeks

Above-standard employer superannuation contributions

UAC permanent employees	17%	UAC fixed-term (17% after 12 months' service)	9.5%
Casual employees	9.5%		

Competitive remuneration

We reward our staff for their hard work with competitive remuneration and salary packaging benefits.

	Total annual salary
Content Editor (Fixed-Term appointment)	$84,162 - $94,312 pro rata

Health and wellbeing

Our employees enjoy a range of health and wellbeing initiatives to support their physical and mental health:

- annual health checks and flu vaccinations
- periodic massages
- yoga and mindfulness classes
- free counselling service
- membership of an exclusive benefits program with unique offerings across a range of venues, recreational facilities and eateries at Sydney Olympic Park.

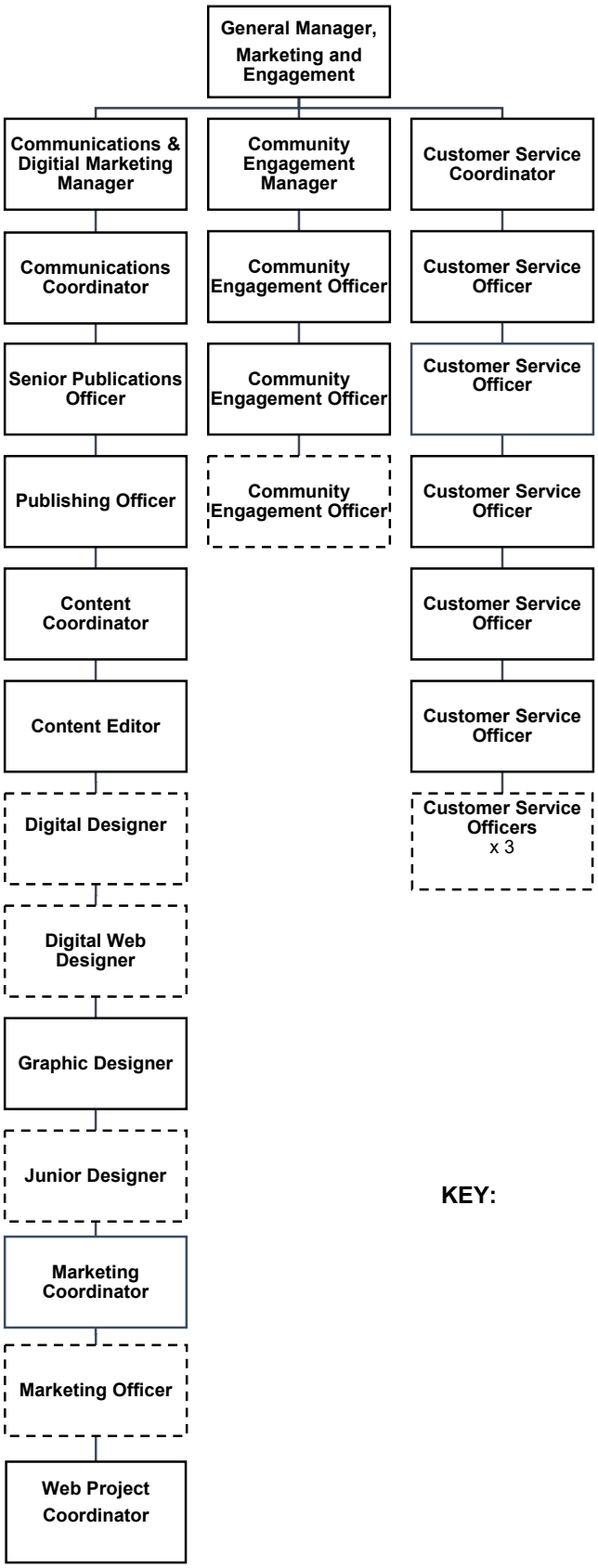
READY TO APPLY?

Email us your:

1. cover letter and resume
2. written response addressing the selection criteria listed in the Position Description
3. copies of relevant qualifications (if available).

UAC

Marketing and Engagement Organisational Chart 2020/21



KEY:

Permanent 19
Fixed Term 8

POSITION DESCRIPTION

POSITION TITLE:	Content Editor *(Fixed-term appointment)*
HEW LEVEL:	Grade 5
DEPARTMENT/UNIT:	Marketing and Engagement
SUPERVISOR/MANAGER:	Communications and Digital Marketing Manager
WRITTEN BY:	Nicole Swanson, Communications and Digital Marketing Manager
DATE WRITTEN:	2016, revised May 2021
INCUMBENT:	
APPROVALS:	General Manager, Marketing and Engagement

1. BACKGROUND INFORMATION

UAC – the Universities Admissions Centre – is at an exciting stage in its history. Established in 1995 and owned by universities in NSW and the ACT, UAC is now the largest tertiary admission centre in Australia and a leader in technology platforms and innovative solutions for the higher education sector.

UAC's mission is to provide equity of access to higher education, central to which is a strong belief in the value of education and lifelong learning. UAC is not-for-profit and driven by a strong culture of service – to students and schools, higher education institutions and the wider community.

UAC's Marketing and Engagement Department is responsible for the delivery of comprehensive information about university admission to applicants, the public and the media. UAC adopts a strong multi-channel approach (print, website, media releases, corporate and marketing communications, external presentations, community engagement and customer service). The work of the Marketing team is increasingly focused on a digital-leading strategy to reflect shifting trends in information consumption.

The Department is comprised of Marketing, Website, Communications, Customer Service and Community Engagement and is managed by the General Manager, Marketing and Engagement who is supported by 19 permanent members of staff and approximately 8 staff appointed on fixed-term contracts. Casual staff members are also employed as required.

For information about UAC's structure and functions, see UAC's People & Culture Unit.

2. JOB PURPOSE

The Content Editor is a member of the Marketing team whose role is to ensure that clear, concise and accurate UAC information (both print and digital) is published in a timely manner.

The Content Editor is responsible for providing editorial, project and administrative assistance to the Communications and Digital Marketing Manager, the Content Coordinator and other senior marketing staff. This will involve writing, editing and proofreading UAC content across a variety of channels.

The position is also responsible, in conjunction with others, for internal and external online information maintenance.

3. REPORTING AND OTHER RELATIONSHIPS

The position is one of 12 reporting to the Communications and Digital Marketing Manager. The position has no direct reports.

The Content Editor works closely with the Content Coordinator and members of the Marketing and Engagement team. The Content Editor also liaises regularly with other UAC departments and staff at participating institutions. There is occasional contact with other external organisations.

4. DIMENSIONS

UAC currently provides a wide range of admissions-based services to more than 30 clients, including 13 member institutions. Participating institutions are predominantly based within NSW and ACT, but a number are located interstate.

The prime orientation is undergraduate admissions with complementary services also provided for postgraduate and international markets. Currently over 180,000 applications are received annually with 120,000 plus offers of admissions being generated.

UAC also develops bespoke services to meet the specific needs of individual institutions, including a white-labelled online application portal (UAC Connect). Currently, over 90,000 direct applications are processed annually via the bespoke portal model and this source of business is expected to continue to grow in the coming years.

In addition, UAC has launched several new strategic initiatives in recent years, including inbound international admissions (Agent Access), targeted digital marketing (Reach) and a national academic credit management program (Advance).

5. MAJOR TASKS

1. Assist in writing, editing and proofreading UAC content for various channels.
2. Assist in the maintenance of UAC's website and intranet (eg amending and uploading content, maintaining calendars, updating course descriptions).
3. Assist in the compilation of the daily media report prepared for internal UAC staff.
4. Assist the Communications and Digital Marketing Manager, the General Manager, Marketing and Engagement and other team members in ad-hoc duties associated with the dissemination of UAC information to applicants and the public.
5. Assist in maintaining the UAC style guide.
6. Contribute to various project-related tasks, including attendance at UAC project meetings and subsequent support work.

6. PRINCIPAL ACCOUNTABILITIES

The Content Editor is accountable for:

1. The quality, accuracy and consistency of content (both print and online) created as part of the position's responsibility.
2. Ensuring that UAC's intranet and website contain accurate and up-to-date information, working to the highest standard and within established timeframes.
3. The quality of contribution to UAC's internal and external projects.
4. Maintaining effective working relationships through appropriate team participation and professional client liaison.

7. CHALLENGES AND CONSTRAINTS

The Content Editor must ensure that accurate information is provided to applicants and the public within strict timelines. Internal and external factors may disrupt planned worked schedules; the Content Editor must therefore be able to balance workload and priorities accordingly.

UAC operates in an environment susceptible to change from a number of external sources in the higher education sector. The Content Editor must keep up to date with those changes to ensure that accurate and relevant information is provided to applicants and the public.

The Content Editor must keep abreast of internal processes and changes at UAC and ensure that any information provided to applicants and the public, regardless of its source, is accurate and reflects any relevant changes.

The Content Editor must ensure that all information provided to the public complies with UAC's style guide and adheres to policies agreed to by UAC and institutions.

The Content Editor will often work as part of a team and must be comfortable being part of a larger process, rather than possessing sole individual control.

The work of the Content Editor will be varied, with a mixture of routine and non-routine tasks with differing deadlines, involving a range of individuals and departments within UAC and often with some external liaison.

8. EDUCATION AND EXPERIENCE

Completion of a relevant degree and/or an equivalent combination of relevant experience and education/training.

9. SELECTION CRITERIA

Essential skills and experience

1. A degree in English, communications, journalism or a related field or an equivalent combination of relevant experience and education/training.
2. Outstanding writing, proofreading and editing skills (including the application of plain English) in a variety of media, including digital channels.
3. Exceptional attention to detail and accuracy.
4. High level computer skills, including extensive experience using Microsoft Office. Ability to quickly learn new software.
5. Demonstrated ability to use initiative and independent judgment and work in a self-directed manner, learning new tasks/skills as necessary.
6. High-level organisational skills with the ability to work under pressure, meet deadlines and respond to changing priorities.
7. Excellent interpersonal and communication skills, with the ability to work within a team environment and liaise effectively with internal and external clients.
8. Excellent knowledge of both print and electronic publishing.
9. Understanding of and commitment to the principles of anti-discrimination, anti-bullying and equal employment opportunity legislation, and the principles of work health and safety legislation and the application of these principles in the workplace.

Desirable skills and experience

1. Experience working within UAC or a tertiary institution, and/or of writing material relating to tertiary admission or higher education issues.
2. Experience using a CMS and desktop publishing software, such as InDesign and the Adobe software suite, and editing in HTML.
3. Experience of, or willingness to learn, presentation and video software.

Employee _____**Date** _____

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UNIVERSITIES ADMISSIONS CENTRE.

PRIVACY STATEMENT

1. In applying for this position, you have provided UAC with personal information so that your application can be assessed.

2. It is possible that we may disclose information provided in your application to a third party such as a referee, or members of a selection committee.

3. If you provide us with the personal information of others (for example a referee's details), we encourage you to inform them that you are disclosing that information to us, and that UAC does not usually disclose their information to a third party.

4. In due course after the completion of this selection process, the personal information that you have provided will be destroyed, unless you make an application for your personal information to be returned to you.

5. If you seek feedback because your application is unsuccessful, in some circumstances information may be denied. For example if access would have an unreasonable impact on the privacy of others.

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