APPLICANT INFORMATION PACKAGE

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UNIVERSITIES ADMISSIONS CENTRE.

Thank you for your interest in applying for the Junior Designer 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 including remote work.

Generous leave entitlements

50 days sick leave with conditions 

Family & community services leave 

Study support leave 

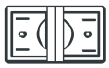
Concessional days 

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)	**10%**
Casual employees	**10%**		

Competitive remuneration



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

	Total annual salary
Junior Designer (12 month fixed-term appointment)	$78,350 - $83,875 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
- 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).

POSITION DESCRIPTION

POSITION TITLE:	Junior Designer
HEW LEVEL:	Grade 4
DEPARTMENT/UNIT:	Marketing and Engagement
SUPERVISOR/ MANAGER:	Nicole Swanson, Communications and Digital Marketing Manager
WRITTEN BY:	Nicole Swanson
DATE WRITTEN:	June 2021
INCUMBENT:	Vacant
APPROVALS:	Kim Paino 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 18 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 Junior Designer assists in the design of creative print and digital communication pieces in accordance with UAC's agreed branding guidelines.

As required, the position will assist in design services for various marketing materials for both internal and external communication.

As appropriate, the position is also given the autonomy to work on innovative ideas which have the potential to contribute to UAC's campaign portfolio and strengthen UAC's leading position in the Higher Education sector.

3. REPORTING AND OTHER RELATIONSHIPS

The Junior Designer reports to the Senior Designer. The position has no direct reports.

The position will work closely with the whole Marketing team and will also be required to liaise with internal stakeholders from other UAC Departments in relation to specific work assignments and projects.

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. Work closely with the Senior Designer and other key staff members on a variety of design and creative tasks, including assisting with requirements for print and digital marketing and communication materials in accordance with agreed UAC branding and style guidelines.

2. Participate in concept development and work with various internal stakeholders to assist in producing innovative content that reflects business requirements.

3. Create animation and video content under the direction of the Senior Designer and working with members of the marketing team and internal clients. This may include storyboarding, voice recording and editing, sound recording, sound mixing and video editing

4. Participate in relevant research and testing appropriate to the position that contribute to UAC's marketing and campaign portfolio.

5. Develop a good understanding of UAC design and business processes.

6. Keep abreast of relevant trends and best practice in relevant areas of design.

6. PRINCIPAL ACCOUNTABILITIES

The Junior Designer is accountable for:

1. The successful delivery of allocated tasks/work assignments in accordance with agreed specification, timeframe and work quality.
2. The ability to think creatively and visualise concepts to contribute to the development of innovative design.
3. Developing a good understanding of UAC and ensuring that UAC's materials adhere to UAC branding guidelines.

4. Maintaining professional and effective working relationships with UAC staff at all levels.
5. Confidentiality on all UAC and stakeholder information as appropriate.

7. CHALLENGES AND CONSTRAINTS

In a fast paced and competitive business environment, the Junior Designer must be able to deliver solutions with externally and internally driven timelines.

A challenge for the Junior Designer is working with a number of stakeholders and being able to interpret and execute designs and animations correctly through effective communication, problem solving and having the ability to adapt quickly to constantly changing requirements.

The Junior Designer needs to keep up to date with emerging trends and be able to apply this knowledge in an environment that is constantly evolving.

8. EDUCATION AND EXPERIENCE

Completion of a diploma level qualification with relevant work-related experience OR an equivalent combination of relevant experience and/or education/training.

9. SELECTION CRITERIA

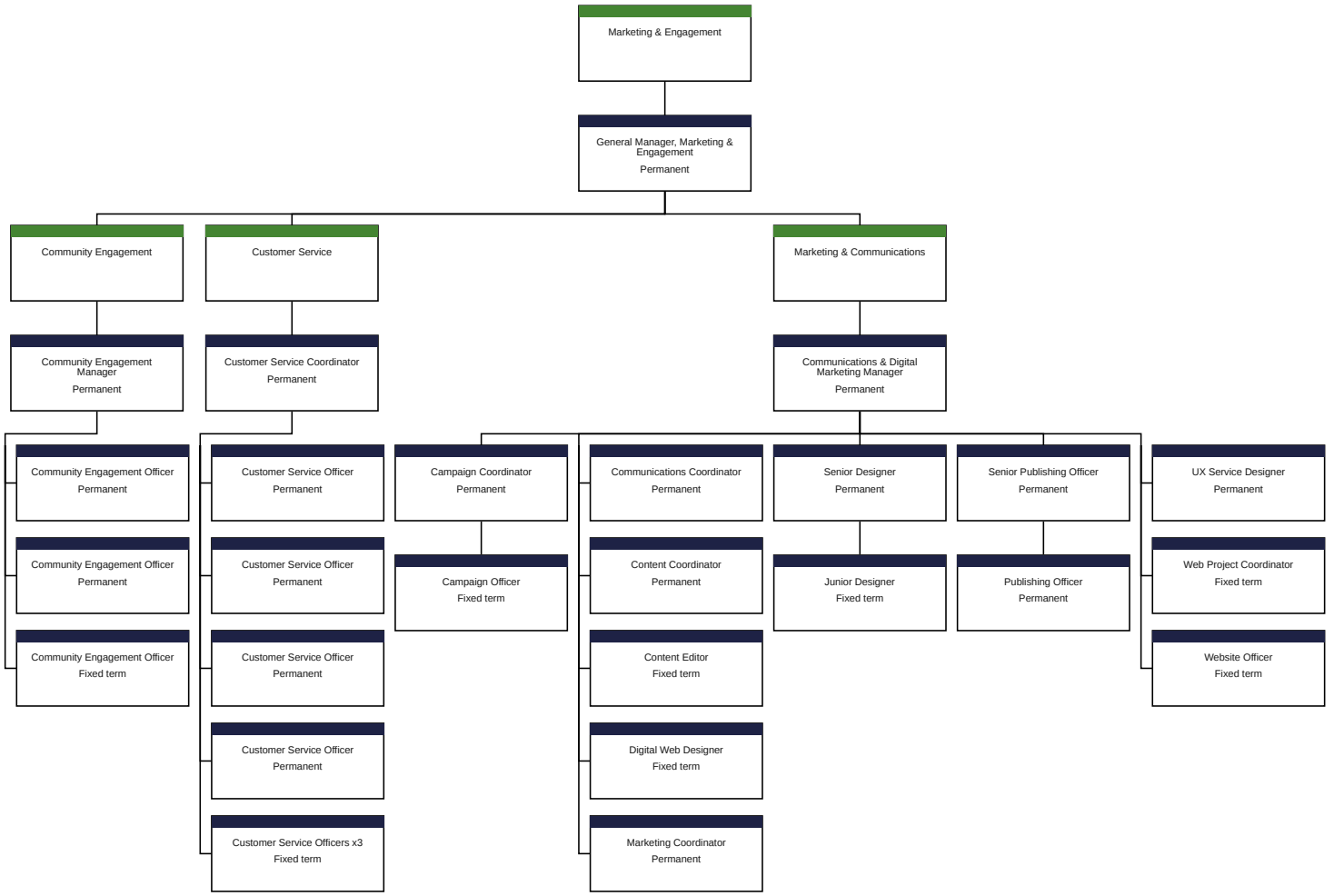
Essential

1. Completion of a diploma level qualification with relevant work-related experience OR an equivalent combination of relevant experience and/or education/training.
2. Good understanding of design principles, with an ability to take a brief and develop this into concepts then final artwork.
3. Experience in using design and animation software; including but not limited to, the Adobe Creative Suite including Photoshop, InDesign, AfterEffects and Premiere.
4. Ability to work independently as well as collaborate effectively with various stakeholders.
5. Excellent communication skills; with an ability to articulate and discuss design decisions with various stakeholders, take on feedback, and work to achieve agreed outcomes.
6. Strong attention to detail, problem-solving and critical thinking skills.
7. Strong time management skills; with an ability to manage multiple priorities and tasks within specified deadlines.
8. 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

1. Experience working within UAC or a tertiary institution, and/or knowledge of tertiary and secondary education systems in NSW and an understanding of the role of UAC.
2. Experience working in a commercial environment.

Marketing & Engagement Organisation Chart 2021/22



Contract Type

Permanent 18

Fixed term 8 + various

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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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