APPLICANT INFORMATION PACKAGE

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UNIVERSITIES ADMISSIONS CENTRE.

Thank you for your interest in applying for the People and Culture Coordinator 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 

Above-standard employer superannuation contributions

UAC permanent employees	**17%**	UAC fixed-term	**17%**
Casual employees	**10%**		

Competitive remuneration



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

	Total annual salary
People and Culture Coordinator	$91,205 - $113,198 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:	People and Culture Coordinator
HEW LEVEL:	Grade 5/6 Broadband
DEPARTMENT/UNIT:	People and Culture
SUPERVISOR/ MANAGER:	HR Manager
WRITTEN BY:	Jennie Edwards
DATE WRITTEN:	January 2022
INCUMBENT:	New position
APPROVALS:	Managing Director

1. BACKGROUND INFORMATION

UAC - the Universities Admissions Centre – was established in 1995 and is the largest tertiary admissions centre in Australia. Owned by universities in NSW and the ACT, UAC's mission is to provide excellence in admissions services.

Central to that mission is UAC's belief in the value of education and a commitment to providing opportunities in higher education for all members of the community. UAC is not-for-profit and driven by a strong culture of servicing the needs of all its stakeholders.

People and Culture is one of seven departments at UAC. The others are Finance and Corporate Governance, Marketing and Engagement, Information Technology, Operations, Institutional Business, and Data and Business Analytics. The People and Finance Department comprises two Units, Finance and Administration and People and Culture.

The People and Culture Department is responsible for facilitating strategic leadership and operational implementation of people strategies, services and systems that align with UAC's strategy. In addition to remuneration and data reporting, the People and Culture department provides expert advice and services relating to the employment life cycle, including recruitment and talent management, organisational development and culture, workplace relations and well-being and safety.

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

2. JOB PURPOSE

The People and Culture Coordinator is responsible for contributing to the successful delivery of the human resources function in line with UAC's people and company strategic plan.

At level 5, the People and Culture Coordinator has specific responsibilities within the employee lifecycle including recruitment, onboarding, learning and development and general people services. The position leads UAC's health and wellbeing initiatives and has a strong focus on creating a positive employee experience.

At Level 6, the position works with greater independence and provides advice on more complex people and employment matters. The position is also expected to have input into the development of appropriate HR related policies and programs.

3. REPORTING AND OTHER RELATIONSHIPS

This is one of three positions reporting to the Human Resources Manager, the others being the Human Resources Advisor, Remuneration and Payroll Officer and Recruitment Officer. The position has no direct reports.

This position is required to liaise with UAC staff at all levels. It also liaises with outside applicants for UAC positions, recruitment agencies, and outside providers of human resources related training programs and services.

4. DIMENSIONS

Total UAC team members:	163
People and Culture team members:	5

5. MAJOR TASKS

LEVEL 5

1. Contribute to the development, implementation and promotion of UAC's people strategy and related initiatives in line with UAC's Strategic Plan.
2. Act as first point of contact for general HR related queries and provide advice in accordance with policies and procedures and escalate as appropriate.
3. Coordinate and implement wellbeing events and engagement activities. This includes the development of review tools, conducting focus groups and proactively recommending initiatives to improve the employee experience.
4. Perform end-to-end recruitment process and participate in selection committees, as required. This includes reviewing position descriptions and performing relevant market research.
5. Develop, maintain and regularly review relevant HR records, documentation and databases to ensure accuracy and compliance with policy or legislative changes. This includes updating content on the intranet, as required.
6. Coordinate the employee onboarding and offboarding process. This includes conducting general inductions for new employees.
7. Participate in various committees and provide support in project work including research.
8. Assist with the payroll function when required.

LEVEL 6

In addition to the duties prescribed at Level 5:

1. Work more independently and take a more leading role in the development and implementation of HR initiatives.
2. Respond to general work, health and safety matters and contribute to the proactive management of related matters. This includes coordinating and monitoring remote work safety and ensuring staff are aware of their responsibilities during the onboarding process.
3. Coordinate and contribute to the implementation of UAC's performance and development program, including presenting information sessions to new employees relating to the program.
4. Provide advice to staff and managers relating to more complex employment related matters including performance and grievance management.

5. Coordinate the delivery of both in-house and externally delivered training programs and contribute to the development and presentation of such programs. This includes making recommendations to improve UAC's learning and development initiatives.
6. Contribute to the development and review of policies and procedures and make recommendations appropriate to the position.

6. PRINCIPAL ACCOUNTABILITIES

The People and Culture Coordinator is accountable for:

Level 5

1. Supporting the human resources function at UAC in a professional and effective manner including working cooperatively and constructively with other members of the People and Culture team and other departments.
2. Performing duties in an efficient, accurate, and timely manner in accordance UAC policy and procedures.
3. Delivering effective and relevant initiatives that meet employee needs and in line with UAC's people strategy.
4. Communicating effectively and sensitively with staff and others, particularly in relation to the handling of confidential information and equity issues.

Level 6

All Level 5 accountabilities plus:

1. Providing accurate and relevant advice that minimises risks for UAC and engages staff
2. Proactively maintaining a high level of professional expertise appropriate to the requirements of the position.
3. Proactively recommending relevant and on trend improvements to enhance the employee experience
4. Effective delivery of training programs so that agreed outcomes are achieved and there is a high level of acceptability by participants.

7. PROGRESSION STATEMENT

Progression to the higher level will be based on recognition by the HR Manager the Systems People and Culture Coordinator can perform at the higher level. Final approval by the Managing Director will also be required.

It is expected that the incumbent will also normally have been one year at the top step of the lower level prior to recommendation being made for progression to the higher level.

In the case of a new appointee to the position, initial appointment to a level will be based on relevant knowledge and experience and their ability to carry out the higher-level duties.

8. CHALLENGES AND CONSTRAINTS

UAC is experiencing companywide growth and change and the service levels required to deliver resourcing, training and support to ensure that all employees are able to achieve their goals.

The People and Culture Coordinator must be able to complete a range of tasks in a fast-paced environment while maintaining accuracy and attention to detail. It is common to have multiple competing priorities that must be delivered within competing time frames.

The People and Culture Coordinator must also ensure that any staff matters that arise are handled with sensitivity and discretion, and that confidentiality is maintained at all times.

9. EDUCATION AND EXPERIENCE

At Level 5, completion of a degree, with at least 2 years' experience OR an equivalent combination or relevant experience and/or education/training. Al Level 6, a degree with at least 3 years relevant experience OR an equivalent combination of relevant experience and/or education/training.

10. SELECTION CRITERIA

Essential

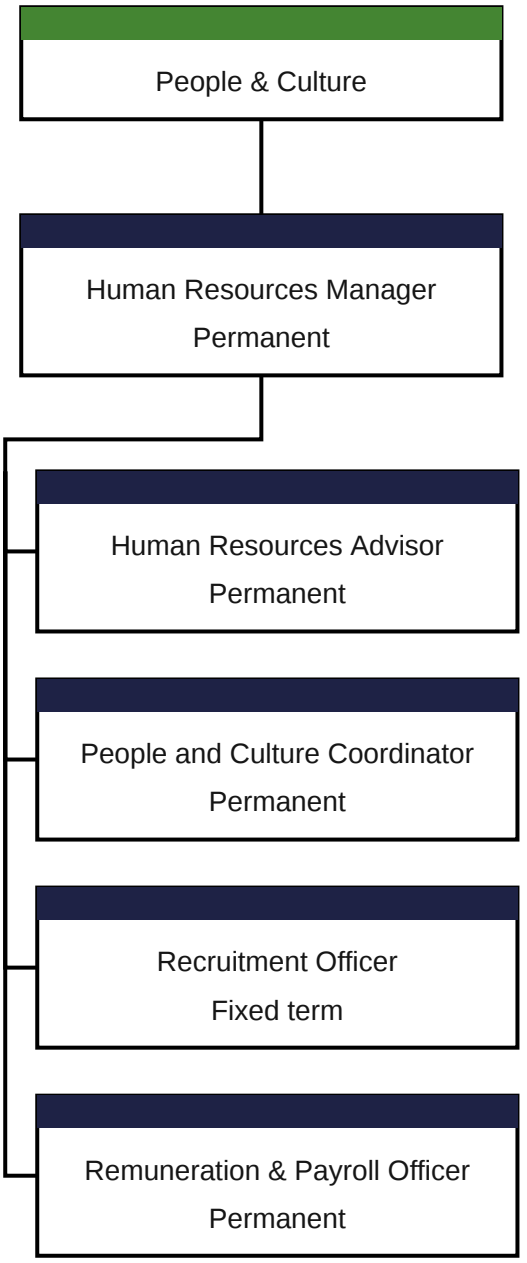
1. Completion of a relevant diploma OR an equivalent combination of relevant experience and/or education/training.
2. Excellent interpersonal, written and verbal communication skill including the ability to sensitively deal with difficult situations and confidential matters.
3. Excellent attention to detail and good organisation skills, including the ability to prioritise workloads and to meet competing deadlines.
4. Demonstrated ability to work as a part of a collaborative team to complete allocated tasks efficiently and ensure the team delivers.
5. Demonstrated ability to develop effective working relationships with various stakeholders.
6. Experience in end-to-end recruitment process, including on and off boarding employees.
7. Demonstrated ability to develop, present and implement training, workshops and various engagement initiatives.
8. Proficient using various computer software programs and experience using HR systems and databases.
9. Understanding of, and commitment to the principles of anti-discrimination and equal employment opportunity legislation, work health and safety, antibullying and the application of these principles in the workplace on a daily basis, with a commitment to cultural diversity.

Desirable

1. Experience using ELMO software
2. Experience using LinkedIn Recruiter

Employee _____ Date _____

People & Culture Organisation Chart 2021/22



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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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