APPLICANT INFORMATION PACKAGE

Locked Bag 112, Silverwater NSW 2128
(+61 2) 9752 0200
uac.edu.au
ACN 070 055 935 | ABN 19 070 055 935

UNIVERSITIES ADMISSIONS CENTRE.

Thank you for your interest in applying for the Assessor 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 package
Assessor (12 month fixed-term appointment)	$91,205 – $102,203 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:	Supervising Assessor
HEW LEVEL:	Grade 5
DEPARTMENT/UNIT:	Operations - Assessment Unit
SUPERVISOR/ MANAGER:	Coordinator, Centralised Services/Connect
WRITTEN BY:	Nerida Bewick
DATE WRITTEN:	June 2017/Updated November 2019/June 2021
INCUMBENT:	
APPROVALS:	Nerida Bewick General Manager, Operations

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.

The Operations Department consists of three units, Centralised Services, UAC Connect, and the Operations Services Unit.

The Centralised Services Unit is responsible for the application and assessment functions for admission to undergraduate (domestic and international) and postgraduate courses, educational access schemes and equity scholarships.

The UAC Connect Unit provides innovative products and services to meet the expectations and specific requirements of individual institutions and other clients. The Unit is involved in the ongoing development and expansion of existing services and the identification and development of new business opportunities for new clients.

The Operations Services Unit is responsible for system changes and data maintenance across both the Centralised and Connect Units, as well as identifying and developing streamlined and intuitive processes for updating client information.

The Department is managed by the General Manager, Operations, who is currently supported by 27 permanent members of staff, and staff on fixed-term and casual contracts, whose numbers vary depending on workload requirements.

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

2. JOB PURPOSE

The Supervising Assessor is a member of a team whose prime goal is to ensure the efficient, effective and accurate assessment of applications. This position is required to assess the applications received for admission through UAC's Centralised and Connect services. This position also assists in training and supervising inexperienced Assessors.

3. REPORTING AND OTHER RELATIONSHIPS

This position reports directly to the appropriate Coordinator. The position has no direct reports, but assists in the training and supervision of inexperienced Assessors.

The Supervising Assessor works closely with other staff in the Operations Department and other UAC staff at all levels. From time to time, the Supervising Assessor also liaises with admissions staff at participating institutions, applicants and prospective applicants, other tertiary admission centres, private providers and other external providers, including accreditation bodies as appropriate.

4. DIMENSIONS

There are approximately 30 institutions that access UAC systems and services.

There are approximately 160 users at UAC and 800 remote users at the participating institutions.

There are approximately 200,000 applications through UAC systems per year.

5. MAJOR TASKS

1. Assess applications without direct supervision using relevant resources and the on-line UAS.
2. Interpret and apply UAC and participating institution guidelines to ensure the accurate and consistent assessment of applications.
3. Identify exceptional and unusual cases and/or potentially fraudulent applications, which need to be drawn to the attention of a Coordinator.
4. Assist in a range of administrative tasks to ensure the integrity of data in UAS.
5. Assess applications with complete security and confidentiality.
6. Comply with individual daily qualitative and quantitative targets to ensure that deadlines are met.
7. Participate and contribute to the ongoing development of appropriate UAC policies and procedures by suggesting possible operation enhancements.
8. Supervise and assist in ongoing training of inexperienced Assessors including checking the assessment of inexperienced assessors to ensure the accurate assessment of their applications.

6. PRINCIPAL ACCOUNTABILITIES

Supervising Assessors are accountable for:

1. Abiding by UAC confidentiality requirements.
2. The accuracy and consistency of their assessment outcomes including their ability to exercise discretion in identifying exceptional and unusual cases.
3. Supervision of inexperienced Assessors including checking the accuracy and consistency of their assessments.

4. Performing duties in an efficient, accurate, and timely manner in accordance with supervisor's instructions and UAC procedures.

5. Constructive team participation and commitment to continuous process improvement.

7. CHALLENGES AND CONSTRAINTS

Supervising Assessors face a number of significant challenges and constraints. They must ensure that all applications processed by them and their assigned Assessor are in accordance with the standard guidelines and policies agreed to by institutions and the individual institution guidelines and admissions policies.

There are significant time constraints and deadlines to be met. Assessors must be able to assess applications to meet externally-determined timelines, while also maintaining accuracy and attention to detail of the assessments.

In addition, where conventions and practices are not able to be clearly specified, the incumbent must exercise judgement to determine whether they fit within the recognised guidelines, or whether they need to be referred to institutions or other staff within the Operations Department for decision.

8. EDUCATION AND EXPERIENCE

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

9. SELECTION CRITERIA

Essential

1. Ability to interpret and apply guidelines and procedures.

2. Knowledge of tertiary admissions processes and of the full range of national and/or overseas qualifications and demonstrated experience in the assessment of those qualifications.

3. Demonstrated ability to exercise discretion and confidentiality, and to impartially and consistently assess applications.

4. High-level written and verbal communication skills, including good level computer skills.

5. Demonstrated ability to work in a team and provide ongoing support and training of other staff members.

6. Demonstrated analytical and problem solving skills and excellent attention to detail.

7. Effective organisational and time management skills and demonstrated ability to act independently and work with minimum supervision.

8. Understanding of and commitment to, the application of quality assurance processes, and dedication to high-quality customer service.

9. Understanding of and commitment to the principles of anti-discrimination and equal employment opportunity legislation and the application of these principles in the workplace on a daily basis, with a commitment to cultural diversity.

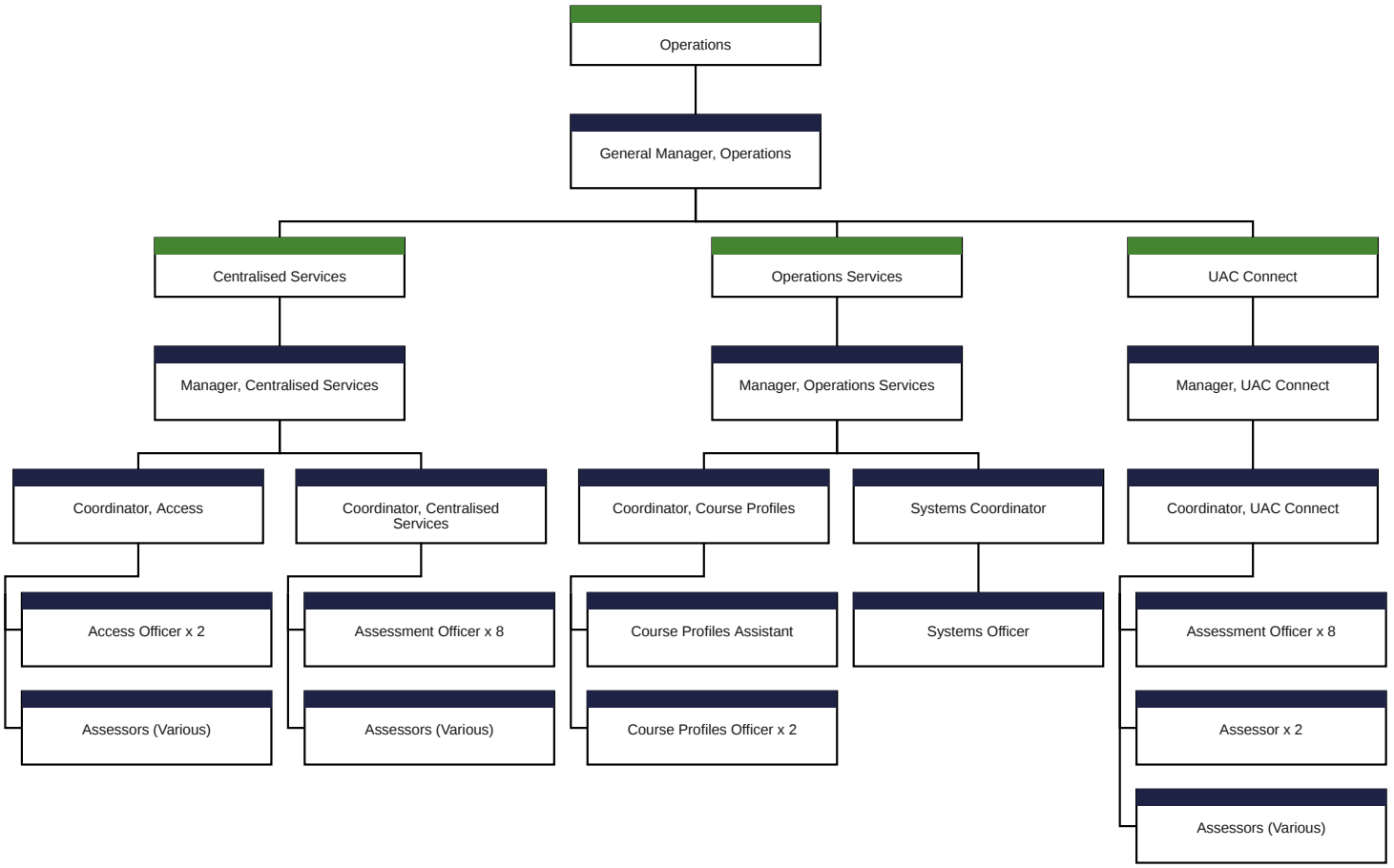
10. Understanding of and commitment to the principles of work health and safety, anti-bullying legislation and the application of these principles in the workplace on a daily basis.

Desirable

1. An understanding of the role and activities of UAC.
2. Experience with UAS.

Employee _____ Date _____

Operations Organisation Chart 2021/2022



Confidential - Property of UAC

Locked Bag 112, Silverwater NSW 2128
1300 ASK UAC (1300 275 822)
from mobiles: (02) 9752 0200
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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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