APPLICANT INFORMATION PACKAGE

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UNIVERSITIES ADMISSIONS CENTRE.

Thank you for your interest in applying for the Web Project Officer 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% 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
Web Project Officer (12 month fixed-term appointment)	$85,810 - $96,158 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:	Web Project Officer
HEW LEVEL:	Grade 5
DEPARTMENT/UNIT:	Marketing and Engagement
SUPERVISOR/ MANAGER:	Web Project Coordinator
WRITTEN BY:	Nicole Swanson
DATE WRITTEN:	January 2022
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 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 further information about UAC's structure and functions, see UAC's People & Culture Unit.

2. JOB PURPOSE

The Web Project Officer plays an important role in contributing to the maintenance and improvement of UAC's websites, and for the maintenance of a number of bespoke client web portals.

The Web Project Officer works closely with the Web Project Coordinator and with the Project Management and Business Solutions teams to assist in delivering new services through bespoke client web portals.

The Web Project Officer may also assist the campaign team in the implementation of advertising on the UAC website and the preparation of client email templates as required.

3. REPORTING AND OTHER RELATIONSHIPS

The Web Project Officer reports directly to the Web Project Coordinator. The position has no direct reports.

Within UAC, the Web Project Officer operates within a flexible and collaborative team-based environment. The position works closely with staff from all other Departments.

4. DIMENSIONS

There are approximately 30 institutions that access UAC systems.

There are approximately 150 200 users at UAC and 250 remote users at the participating institutions.

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

5. MAJOR TASKS

1. Assist in maintaining and enhancing UAC's websites using a range of tools and techniques, in accordance with appropriate technical and accessibility standards, and agreed UAC branding.
2. Assist the Web Project Coordinator in working, as appropriate, to develop, implement, and maintain bespoke client web portals.
3. Assist in the development and updating of html email templates as required.
4. Proactively ensure all website content is current and up-to-date by liaising with relevant stakeholders across the organisation.
5. Use initiative to solve routine web-related problems and consult with other UAC staff and appropriate stakeholders on more complex problems.
6. Assist in the implementation of display advertising on the UAC website as required.
7. Stay abreast of new technical developments and contribute to the maintenance of the websites by providing advice on possible enhancements.
8. Contribute to the implementation and ongoing maintenance of a content management system in the Marketing and Engagement Department.

6. PRINCIPAL ACCOUNTABILITIES

The Web Project Officer is accountable for:

1. The quality of UAC's websites to ensure they meet the needs of its target audiences.
2. Ensuring timely development of new business client specific web portals.
3. Maintaining effective working relationships with both external and internal clients.
4. Implementing and abiding by UAC policies and procedures including confidentiality requirements.

7. CHALLENGES AND CONSTRAINTS

The Web Project Officer works with the Web Project Coordinator to ensure that the UAC websites and bespoke client web portals are kept updated to meet externally determined timelines and standards.

UAC operates in an environment susceptible to change from a number of external sources in the higher education sector. The incumbent must be prepared to work to tight deadlines while ensuring that UAC's website and bespoke client web portals contain accurate and relevant information that is easily accessed by a wide range of users.

The Web Project Officer must keep up to date with emerging front-end developing tools and techniques in a constantly changing environment.

8. EDUCATION AND EXPERIENCE

A degree in a relevant field of study, or an equivalent combination of relevant experience and/or education/training.

9. SELECTION CRITERIA

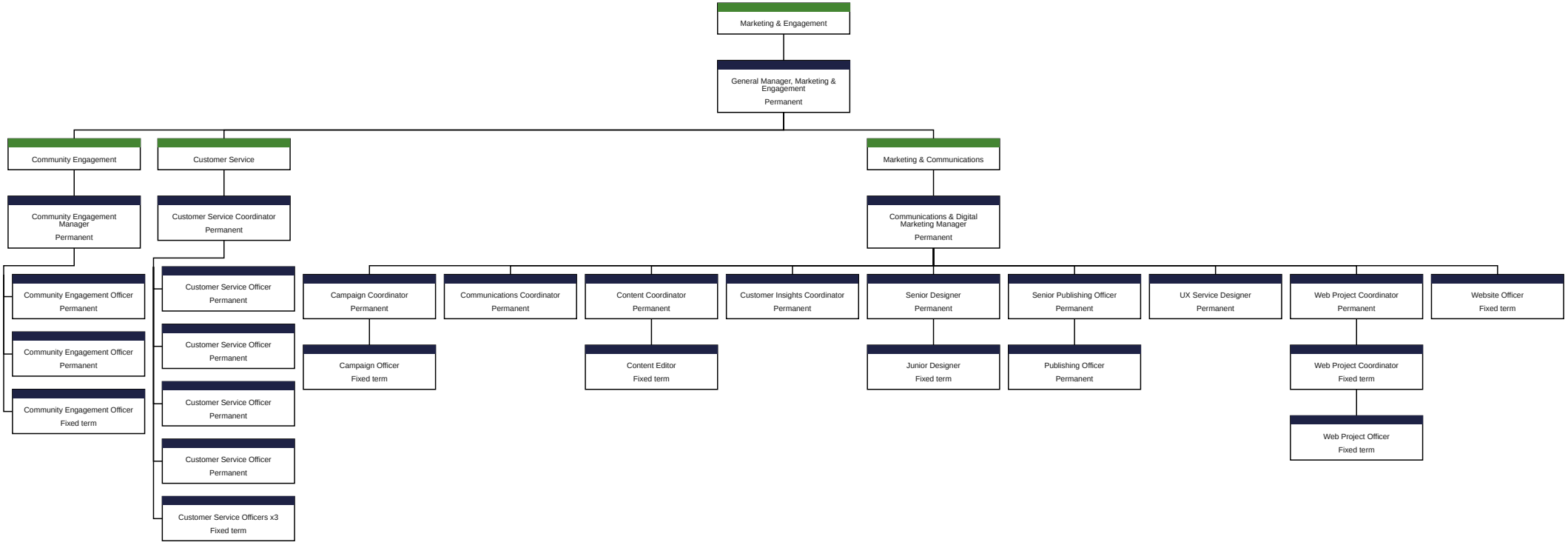
Essential

1. A relevant degree or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated experience working on website projects with strict and competing deadlines.
3. Exceptional attention to detail.
4. Demonstrated experience using web design tools including Adobe Creative Suite with a good understanding of HTML5 and CSS3 and building email templates.
5. Good working knowledge of W3C web standards and accessibility, and experience in the application of web usability.
6. Demonstrated ability to use initiative and independent judgment and work in a self-directed manner, learning new tasks/skills as necessary.
7. High level organisational skills with the ability to work under pressure, meet deadlines and respond to changing priorities.
8. Demonstrated commitment to the delivery of a quality service and the principles of continuous improvement.
9. Excellent interpersonal and communication skills, with the ability to work within a team environment and liaise effectively with internal and external clients.
10. Understanding of and commitment to the principles of anti-discrimination and equal employment opportunity, work health and safety and anti-bullying legislation and the application of these principles in the workplace on a daily basis, with a commitment to cultural diversity.

Desirable

1. Understanding of the Tertiary Education Sector and the role of UAC.
2. Experience using CMS systems such as Craft, Google Webmaster Tools and Google Analytics.
3. Experience using and JavaScript with an understanding of the Bootstrap framework and terminology.

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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