APPLICANT INFORMATION PACKAGE

Quad 2, 6 Parkview Drive
Sydney Olympic Park NSW 2127
Locked Bag 112, Silverwater NSW 2128
1300 ASK UAC (1300 275 822)
from mobiles: (02) 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.

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
Assessor (6 month, fixed-term position)	$77,826.28 - $82,264.38 pro rata

Health and wellbeing

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

- fresh fruit deliveries
- 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.

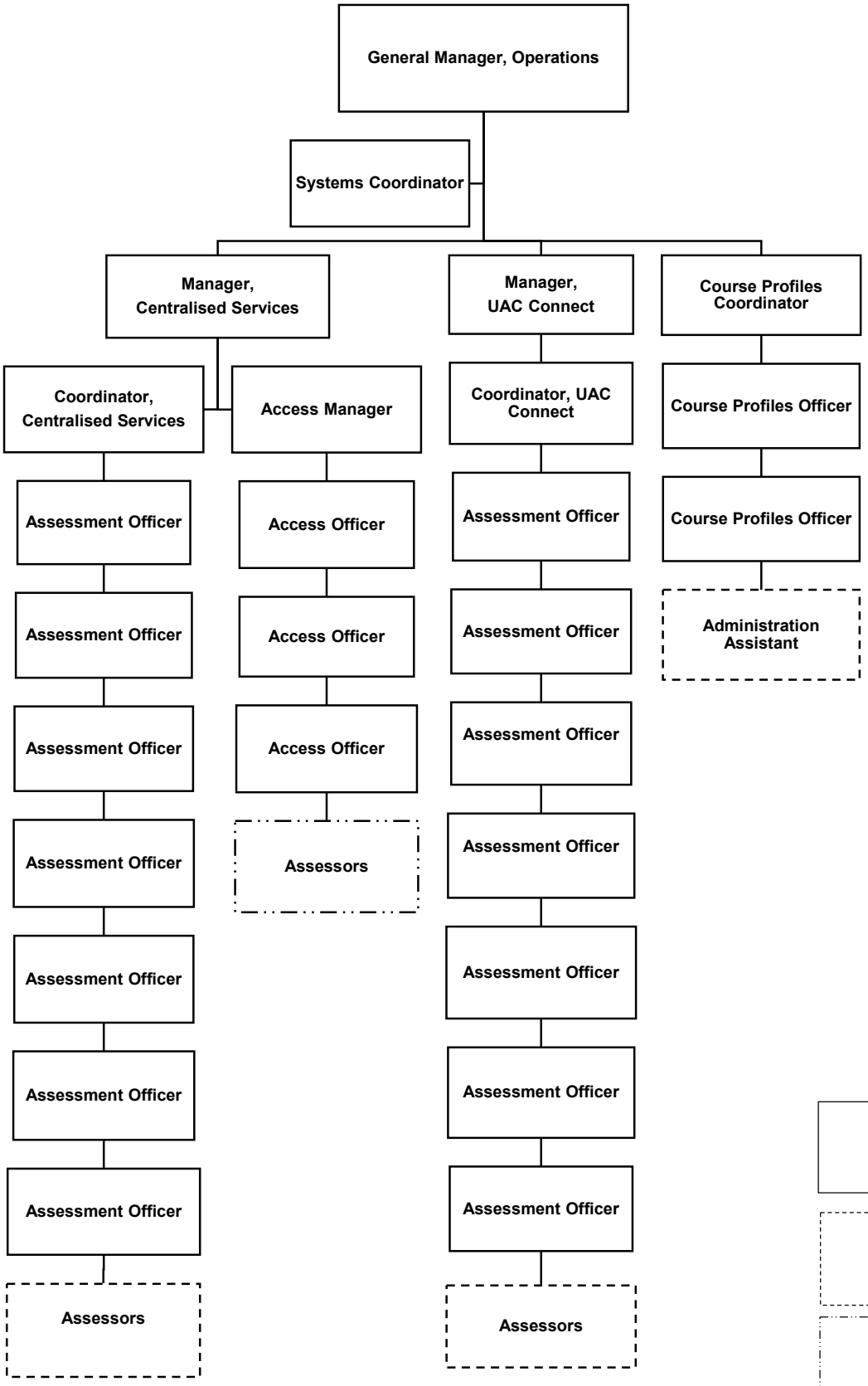
READY TO APPLY?

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

Operations Organisational Chart 2020/21



POSITION DESCRIPTION

POSITION TITLE:	Assessor
HEW LEVEL:	Grade 4
DEPARTMENT/UNIT:	Operations - Assessment Unit
SUPERVISOR/ MANAGER:	Coordinator, Centralised Services/ Coordinator, UAC Connect
WRITTEN BY:	Nerida Bewick
DATE WRITTEN:	June 2017/Updated June 2019
INCUMBENT:	Vacant
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 two units, Centralised Services and UAC Connect. 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 Department is managed by the General Manager, Operations, who is currently supported by 26 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 Assessor is a member of a team whose prime goal is to ensure the efficient, effective and accurate assessment of applications submitted through UAC. This position is required to assess the applications received for admission to courses offered by UAC participating institutions.

3. REPORTING AND OTHER RELATIONSHIPS

This position reports directly to either the Coordinator, Centralised Services or Coordinator, UAC Connect, depending on the relevant Unit. The position has no direct reports.

The Assessor works closely with the Supervising Assessor, other staff in the Operations Department and other UAC staff at all levels. From time to time, the Assessor may be required to liaise with applicants and staff at participating institutions, or other providers.

4. DIMENSIONS

There are approximately 30 institutions that access UAC systems.

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

There are approximately 150,000 applications for admission to courses through UAC systems per year.

5. MAJOR TASKS

1. Assess applications using the 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.

6. PRINCIPAL ACCOUNTABILITIES

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. Performing duties in an efficient, accurate, and timely manner in accordance with supervisor’s instructions and UAC procedures.
4. Constructive team participation and commitment to continuous process improvement.

7. CHALLENGES AND CONSTRAINTS

Assessors must ensure that all applications are processed 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.

8. EDUCATION AND EXPERIENCE

Completion of an Australian Qualification Framework (AQF) diploma level qualification with relevant work experience 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. Demonstrated ability to exercise discretion and confidentiality, and to impartially and consistently assess applications.
3. High-level written and verbal communication skills
4. Accuracy with figures and excellent attention to detail.
5. Demonstrated ability to work effectively and to meet targets in a high volume team environment.
6. Demonstrated analytical and problem solving skills.
7. Understanding of and commitment to, the application of quality assurance processes, and dedication to high-quality customer service.
8. Good level computer skills including keyboarding skills.
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.

Employee _____Date _____

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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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