

APPLICANT INFORMATION PACKAGE

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Thank you for your interest in applying for the People and Culture Advisor 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.
- Hybrid work arrangements including remote work and flexible hours.



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
Casual employees

17%
11%

UAC fixed-term

17%

Competitive remuneration

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



Total annual package

People and Culture Advisor (12 month fixed-term appointment)

\$140,342 – \$158,279 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
- free counselling service
- mindfulness classes and webinars
- membership of an exclusive benefits program with unique offerings across a range of venues, recreational facilities, and eateries.

READY TO APPLY?

Please read UAC Privacy Policy for Job Applicants at

<https://uac.elmotalent.com.au/careers/careers/pages/privacy>

By submitting your application you confirm you consent to the UAC Privacy Policy for Job Applicants

In your application include:

1. Resume
2. Written response addressing the prescribed selection criteria
3. Copies of relevant qualifications (if available)
4. Any other relevant documentation

POSITION DESCRIPTION

POSITION TITLE:	People and Culture Advisor (Parental Leave Relief)
HEW LEVEL:	Grade 8
DEPARTMENT/UNIT:	People and Culture
SUPERVISOR/ MANAGER:	Chief People Officer
WRITTEN BY:	Jennie Edwards
DATE WRITTEN:	January 2018/ Revised October 2025
INCUMBENT:	Vacant
APPROVALS:	Jennie Edwards - Chief People Officer

1. BACKGROUND INFORMATION

The Universities Admissions Centre (UAC) 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, including the calculation of the Australian Tertiary Admission Rank (ATAR).

Servicing over 30 institutions, UAC provides a wide range of admissions-based services to undergraduate, postgraduate, and international markets, processing approximately 200,000 applications received annually.

As a registered not-for-profit entity with the Australian Charities and Non-For-Profit Commission (ACNC), UAC operates with a strong sense of purpose advocating for accessible higher education opportunities for all members of the community. UAC operates within the tertiary sector to advocate, support, and contribute to the future direction of the industry.

Central to UAC's mission are our team, our customers and prospective students. We aim to represent the diversity of the communities we serve, recognising that varied life experiences, viewpoints and ideas enhance our capacity to service our community and stakeholders.

Following a period of significant growth, UAC is committed to further developing our workforce by offering exciting and challenging roles to highly skilled individuals. With approximately 160 employees from varied backgrounds, expertise and experience, UAC offers a unique and dynamic place to work.

2. JOB PURPOSE

The People and Culture Advisor (P&C Advisor) provides expert advice and manages the implementation across the full range of human resources and industrial relations services to deliver UAC's strategic goals.

The position is often first point of contact for staff, including senior managers seeking advice on policy and industrial relations issues that have the potential to impact significantly on individual staff and/or the organisation. The People and Culture Advisor must be able to act independently and take responsibility for the advice provided.

The People and Culture Advisor has responsibility for managing major programs and various HR related projects across the organisation including talent management, learning and development and safety and wellbeing. The People and Culture Advisor also plays an important role in key projects

such as enterprise bargaining, policy reviews, and the development of new people initiatives that facilitate organisational development, leadership effectiveness, and employee alignment and engagement.

3. REPORTING AND OTHER RELATIONSHIPS

The People and Culture Advisor position is one of two positions that report to the Chief People Officer, the other being the Senior Remuneration and Payroll Officer.

The People and Culture Advisor works particularly closely with the Chief People Officer and a strong and effective working relationship between the two positions is essential. The People and Culture Advisor also works closely with other team members and provides day to day supervision and training for the People and Culture Coordinator.

The People and Culture Advisor liaises extensively with all UAC staff, the Executive team, with prospective employees, and with external service providers. The People and Culture Advisor must be able to build rapport and relate empathetically to staff at all levels and is expected to communicate in a professional manner at all times.

4. DIMENSIONS

UAC's People and Culture Department is fundamental to fostering a supportive workplace, managing key functions through two primary branches: Payroll and People & Culture Coordination.

The Payroll unit ensures accurate and timely remuneration for all employees, maintaining compliance with relevant laws and regulations. The People & Culture unit focuses on enhancing the employee experience, managing recruitment and initiatives that promote a positive workplace culture and support staff development.

Led by the Chief People Officer, the department provides specialised support to UAC's Board, Executive, and staff, ensuring that UAC's people management strategies align with the organisation's strategic objectives and contribute to its overall success.

5. MAJOR TASKS

1. Contribute to the development of the People Strategy and be responsible for managing and implementing various People and Culture initiatives and projects in alignment with UAC's Strategy including recruitment, talent management, learning and development, work health and safety and compliance. This includes the development and review of relevant policies and procedures and implementing and reviewing new initiatives and processes across the organisation.
2. Provide expert advice to managers and staff seeking information/advice on specific HR programs, UAC policies and procedures, the UAC Enterprise Agreement and a range of industrial and employment issues.
3. Be responsible for the supervision, mentoring, training, and work allocation of People and Culture Coordinators in relation to day-to-day operations and delivery of agreed projects.
4. Coach and support managers in complex people management matters including performance management, grievance management and employment relations. This includes conducting investigations, mediations and working closely with external parties such as the union.
5. In collaboration with the Chief People Officer, contribute to strategic and operational risk management activities. This includes maintaining and reviewing risk related documentation and implementing initiatives to ensure compliance.

6. Contribute to the design, enhancement and delivery of various training and career development programs. This includes updating UAC's onboarding, induction and training programs as well as implementing the mentor and internship programs.
7. Provide support and professional input to the Enterprise Bargaining Committee, the Joint Consultative Committee, and other HR related committees as required.
8. Recommend continuous improvement and lead change initiatives to improve employee engagement and experience.
9. Identify and implement opportunities to improve HR systems and processes, including automation and better use of technology.

6. PRINCIPAL ACCOUNTABILITIES

The People and Culture Advisor is accountable for:

1. The effective and timely completion of all tasks and ensuring agreed deliverables meet the needs of the business and relevant stakeholders.
2. The quality of advice provided and for ensuring that advice provided, and actions taken align to UAC policies and procedures, the UAC Enterprise Agreement, relevant legislation and mitigates risk for the business.
3. Building and maintaining effective and professional working relationships with all UAC staff and other stakeholders, and when interacting with others exercising influence, discretion and good judgment at all times that align to UAC's values.
4. Mentoring and supervising other team members to achieve objectives and contributing positively to the development of a productive and harmonious work environment.
5. Demonstrating expert knowledge and understanding of current people issues and trends, by creating value to the employee experience in alignment with UAC's strategy.

7. CHALLENGES AND CONSTRAINTS

The People and Culture Advisor must be able to deal with a substantial workload and with the competing priorities and deadlines of the different programs for which the position has responsibility. This includes attending to unexpected staff-related matters, identifying implications and determining an appropriate course of action in timely manner.

The People and Culture Advisor is often first point of contact for staff seeking information and advice on general HR and employment related issues. This includes senior staff seeking advice on sensitive and complex matters. The People and Culture Advisor must be able to use critical thinking and judgment when deciding whether an immediate response is appropriate or whether an issue may need further discussion and consideration with the HR Manager and/or other members of the Senior Executive Group.

The People and Culture Advisor also represents the company when responding to enquires from staff on employment and other policy issues and must ensure that advice provided is in accordance with Company policy and statutory obligations, and that confidentiality is maintained at all times.

8. EDUCATION AND EXPERIENCE

A degree with at least four years of subsequent experience in human resources management and/or industrial relations, or an equivalent combination of relevant experience and/or education/training.

9. SELECTION CRITERIA

Essential

1. A degree with at least four years of subsequent experience in human resources management and/or industrial relations or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge and understanding of human resources functions, issues and trends, and its role in delivering value to the organisation,
3. Strong organisational skills with demonstrated ability to meet targets and deadlines.
4. Excellent interpersonal skills with demonstrated ability to establish and maintain effective relationships with others, including the ability to use judgement and sensitivity when dealing with personal and/or industrial relations issues.
5. Excellent oral and written communication skills, including the ability to develop policy and procedure documentation, and to develop and present engaging training programs.
6. Experience working in a team environment including as a leader, and an understanding of issues that lead to successful team outcomes.
7. Demonstrated ability to work accurately, with attention to detail, and to use creative thinking to analyses issues and resolve problems.
8. Demonstrated ability to navigate and maximise the use technology such as HR platforms and systems to improve service delivery and employee experience.
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.

Employee _____ **Date** _____

