POSITION: Research, Statistics and Development Manager (Full-time Continuing Appointment)

The information package for the above position includes a copy of the Nature and Scope of UAC, the Position Description, a Privacy Issues document, and a brief summary of the UAC working conditions and remuneration of this position. If you decide to make an application for this position would you please provide a written response to each of the selection criteria contained in the position description in your application letter.

Summary of UAC working conditions and remuneration

The successful applicant will receive a copy of the UAC Enterprise Agreement 2013-2016, which details all the conditions of employment.

Business hours - UAC staff work a 35 hour week. Our business hours are 8:30 to 4:30 Monday to Friday, with an hour lunch break.

RDO System - Permanent staff can participate in a Rostered Day Off (RDO) system where staff work an extra 22 minutes per day in order to receive a RDO every four (4) weeks.

Probation Period - The probation period for permanent positions is three (3) months.

Sick Leave - Permanent staff are entitled to ten (10) days paid sick leave in the first year of employment, and receive fifty (50) days in the following years (with conditions).

Annual Leave - Permanent staff receive twenty (20) days annual leave per year.

Superannuation - UAC offers permanent staff 20% employer superannuation contributions. Staff have the option of taking a portion of their employer superannuation contribution as a cash component of their salary. However, a minimum 9.25% of employer superannuation contribution is required to meet Superannuation Guarantee obligations. All employer contributions will be paid into your nominated superannuation fund.

Remuneration - The salary range for this position at Grade 9 is $130,613pa - $137,812pa (includes base salary $107,641pa - $113,574pa plus 20% employer superannuation contribution and annual leave loading). Initial appointment to a step within Grade 9 will be based on qualifications and relevant experience.
Position Description

Research, Statistics and Development Manager

Position title: Research, Statistics and Development Manager
Position no: 97 01160
HEW level: Grade 9
Department/unit: Executive Unit/Research, Statistics and Development Unit
Supervisor/manager: Managing Director
Written by: Andrea Goodwin
Date written: Reviewed February 2014
Incumbent: New Position – Vacant
Approvals: Managing Director:

1. Background information

The Universities Admissions Centre (NSW & ACT) Pty Ltd (UAC) is the central office that processes applications for undergraduate and postgraduate courses, Educational Access Schemes and Equity Scholarships. UAC also notifies current NSW HSC students of their Australian Tertiary Admission Rank (ATAR) and administers the Special Tertiary Admissions Test (STAT).

UAC operates in an environment of ongoing change as it responds to the needs of its participating institutions and to changes generated by external sources including the Australian Government and the NSW Government. As a consequence UAC’s role is constantly evolving as it takes on new responsibilities and realigns itself strategically to meet future demands on its services.

It comprises the Executive Unit and four departments: Client Services, Corporate Services, Information Services and Information Technology. The Executive Unit includes the Secretariat and the Research, Statistics and Development Unit.

The Research, Statistics and Development Unit is a new unit, created to meet UAC’s developing needs in the three key functional areas of research, statistics, and project management.

The Unit is responsible for undertaking high-level research for UAC and its participating institutions; for the analysis and reporting of relevant statistical data; and for the management of major cross-departmental projects. The Unit also contributes to UAC’s strategic and business planning processes and collaborates in fulfilling UAC’s statutory reporting obligations.

For further information about UAC’s structure and functions, see Nature and Scope of Universities Admissions Centre (NSW & ACT) Pty Ltd, available from UAC’s Human Resources Unit.

2. Job purpose

The Research, Statistics and Development Manager is responsible for developing and managing effective research and statistical analysis functions across the organisation, and for managing the implementation of innovative business projects approved by the UAC Board. Research functions will include the management of high-level research projects in areas such as the outcomes of the tertiary
application and selection process, the comparative analysis of national and international qualifications and selection indices.

3. Reporting and other relationships
The RSD Manager is one of seven positions that report directly to the Managing Director. The other six positions are the Director of Client Services, the Director of Corporate Services, the Director of Information Services, the Director of Information Technology, the Executive Assistant to the Managing Director and the Research and Special Projects Officer.

Two positions report directly to the RSD Manager.

The RSD Manager communicates and collaborates with a wide range of staff and external stakeholders in the context of providing a professional service with respect to the functions of the Unit.

Within UAC, the Manager operates within a flexible and collaborative team-based environment, with team members from the Unit and other departments varying according to the nature of each project/task. In particular the RSD Manager liaises closely with the Business Analyst, the Research and Special Projects Officer and the Software Manager.

Externally, the RSD Manager liaises with staff from institutions and other organisations, including the NSW Board of Studies, Teaching and Educational Standards, Australian and NSW government departments, and other tertiary admissions centres. This occurs through sub-committees and working parties as well as through day-to-day communication.

4. Dimensions

<table>
<thead>
<tr>
<th>UAC*</th>
<th>Semester 1, 2014 admissions</th>
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<tbody>
<tr>
<td></td>
<td>Permanent staff: 63</td>
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<tr>
<td></td>
<td>Temporary staff: 115</td>
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<tr>
<td><strong>Application patterns</strong></td>
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<tr>
<td>Domestic undergraduate:</td>
<td>August to July</td>
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<tr>
<td>Domestic postgraduate:</td>
<td>Sept to Aug</td>
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<tr>
<td>International undergraduate:</td>
<td>Aug to July</td>
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<tr>
<td>Equity Scholarships:</td>
<td>Aug to July</td>
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<tr>
<td>Educational Access Schemes:</td>
<td>Aug to July</td>
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<tr>
<td><strong>Participating institutions</strong></td>
<td>29</td>
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*See UAC Organisation Chart for details*
5. **Major tasks**

1. Manage the operations and staff of the Research, Statistics and Development Unit so that it functions effectively and reaches agreed goals: this includes the initial establishment of the Unit.

2. As directed by the Managing Director, manage to successful completion major cross-departmental projects. This includes establishment of timeframes for completion, management of potential risks, and development of contingency plans.

3. Represent UAC on various committees, including the Technical Committee on Scaling, and at local and national forums as required.

4. Provide research data, statistics and expert statistical analysis as required by UAC staff, UAC committees, and staff of participating institutions. In collaboration with UAC staff, provide annual statistical returns as required by the Australian Government Department of Education and the NSW government and agencies, as well as ad hoc reports approved by the Managing Director.

5. Recommend and conduct high-level research projects on issues relevant to the operation of UAC and its participating institutions. Support ongoing reviews of existing UAC processes, including:
   - researching the validity of current and alternate selection procedures
   - reviewing schedules for national and international qualifications for use by UAC institutions in selection processes
   - monitoring current national and international research on selection and admission procedures, and prepare reports for UAC and participating institutions
   - calculating the NSW component of the ACTAC Combined IB Schedule, and other combined schedules, as and when developed

6. In conjunction with the Chair of the Technical Committee on Scaling:
   - provide expert advice and executive support for the Technical Committee on Scaling
   - provide expert advice to UAC staff on scaling and the calculation of the NSW ATAR
   - analyse and review scaling methodologies and outcomes, and develop alternative strategies as required
   - liaise with the NSW Board of Studies, Teaching and Educational Standards regarding the annual provision of course enrolments and results
   - support the maintenance of current and historical databases of HSC students and student and course results data used for the ATAR calculation

7. Contribute to the development of an online facility to publish data on applications, preferences and trends in demand, by providing key statistical data and ensuring accuracy and comparability of the data.

6. **Principal accountabilities**

The RSD Manager is accountable for:

1. The timeliness, accuracy and relevance of the research and statistical data provided as well as the quality and comprehensiveness of reports and project documentation.

2. Effective communication with all stakeholders and the development of appropriate and professional working relationships with UAC staff and the staff of participating institutions.

3. A demonstrated commitment to ensuring quality service to UAC’s clients and to the concept of continuous improvement.

4. The efficient completion of each allocated project within budget and agreed timeframes.

5. Effective management and leadership of the Research, Statistics and Development Unit including mentoring of the staff of the Unit and the implementation of the UAC Workplace Planning Program.
7. **Challenges and constraints**
In order to achieve the unit’s strategic objectives the Manager must be able to communicate effectively and succinctly on complex issues, with technical and non-technical staff, including senior management and stakeholders.

Initially, the RSD Manager’s major challenge is to establish the unit and recruit staff with the knowledge and skills to enable the unit to fulfil its role.

The type and rate of change in UAC’s environment, both internal and external, means that the Manager must keep up to date with changes in the tertiary and secondary sectors; both national and international, and from technical, policy and procedural perspectives.

Within the project management function, major challenges for the manager are to master the relevant subject area and to gain and hold support across UAC and participating institutions for the focus of the project.

8. **Education and experience**
Postgraduate level qualifications and extensive relevant experience OR an equivalent combination of relevant experience and/or education/training.

9. **Selection criteria**

*Essential*

1. **Academic**
   a. Postgraduate level qualifications with major studies in one or more of mathematics, statistics, educational measurement or related areas and extensive relevant experience or an equivalent combination of relevant experience and/or education/training.
   b. Demonstrated excellent analytical and research skills and the ability to develop creative and innovative approaches to complex problems and investigations and reporting mechanisms.
   c. Demonstrated high-level skills in the design, development and publication of technical reports.
   d. Demonstrated skills and experience with in data extraction, transformation and manipulation using SQL and SPSS, SAS or similar statistical packages.

2. **Personal**
   a. Demonstrated ability to effectively lead and manage staff in a collaborative and consultative manner.
   b. Excellent communication and presentation skills and the ability to persuade and negotiate.
   c. Demonstrated high-level organisational skills and time management skills with the ability to work to deadlines and to manage multiple activities and respond to changing priorities.
   d. Demonstrated ability to work independently and as part of a team.
   e. 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.
   f. Understanding of and commitment to the principles of work health and safety legislation and the application of these principles in the workplace on a daily basis.

*Desirable*

1. Professional experience in project or change management, with team management or project leadership skills.
2. Knowledge of tertiary selection practices.
3. Experience working in the tertiary or senior secondary educational context.