



INFORMATION PACKAGE FOR PRINCIPAL SAINTS CATHOLIC COLLEGE JAMES COOK UNIVERSITY

Saints Residential College is situated on James Cook University's Townsville campus. The college offers a vibrant 'home-away-from-home' experience and is open to all who wish to reside within a community, promoting Catholic values and principles. The Bishop of the Catholic Diocese of Townsville, through the governance of Saints Catholic College Council oversees the administration and operations of the college. Further information about the college can be found at: <https://www.cathcollegesjcu.edu.au/>.

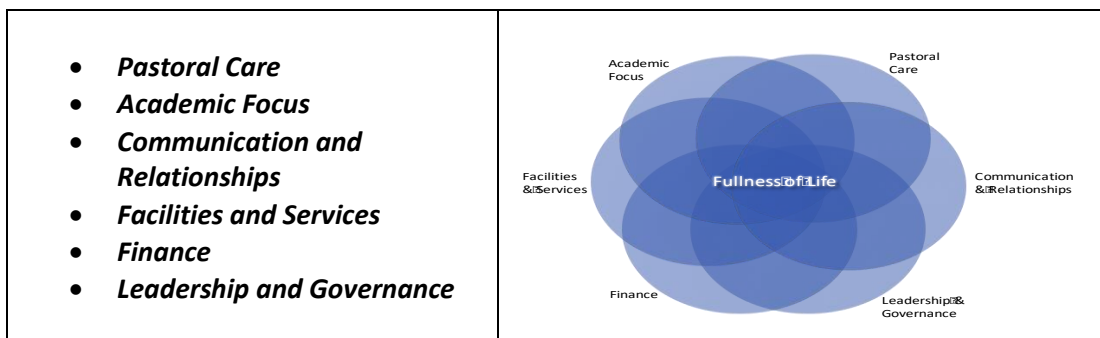
The prime focus is the well-being, safety and academic progress of each student who resides at or is associated with Saints. This is achieved by providing an environment that encourages and supports the academic, social, sporting, cultural and spiritual development of all students.

Saints will deliver attractive, affordable student accommodation within a vibrant Catholic community on the Townsville Campus of James Cook University.

Overall Goal - Fullness of Life Preparation and Development

- Provide an atmosphere which nurtures holistic growth of individuals in preparation for continuing their life journey.
- Nurture an 'open to all' ambiance by welcoming and embracing all cultures and faith traditions in a largely secular inter-faith environment while celebrating the Catholic faith.
- Encourage students' development so they are in a position to "enter" the wider community as better-prepared individuals who can contribute more as a result of their Saints' experience.
- Build a strong academic oriented atmosphere, balanced with social and sporting participation, by providing a robust tutorial and mentoring program supported by Saints' staff, visiting specialists and the Saints' alumni group.
- Through its Governing Body provide leadership, guidance and actions, as required, to achieve Saints' objectives and use sound financial acumen and diligent planning in providing staff, buildings, facilities and other infrastructure necessary for success.

To achieve the Overall Goal the following elements are inter-linked:-



SCOPE OF DUTIES

This is a full-time position and the Principal shall not directly or indirectly engage or be concerned with or interested in any other activities for remuneration which are inconsistent with the promotion of the interests and the objects of the College as set forth in the College Constitution as amended from time to time, unless the prior written approval of such activities is obtained from the Roman Catholic Trust Corporation (RCTC) for the Diocese of Townsville, acting upon the advice of the College Council.

Without limiting the duties and responsibilities of the Principal, those duties and responsibilities shall include the following:

- (a) The Principal shall be fully conversant with and shall discharge the duties required in accordance with the College Constitution, the College Mission Statement, the Code of Conduct, and other policies and procedures, as amended and endorsed by the Council from time to time.
- (b) The Principal shall lead the College so as to promote the objects of the College as set forth in the College Constitution as amended from time to time.
- (c) The Principal shall be responsible for the efficient supervision and management of the College and Residents, and their discipline.
- (d) The Principal shall oversee the financial administration of the College, including overseeing the preparation of the College budget and ensuring that the College is administered within budgetary constraints. The Principal shall report regularly on the College's financial position to the Council and shall also provide the Diocesan Finance Council with a copy of the Council-approved budget and the annual externally audited Financial Statements.
- (e) In consultation with the Council, the Principal shall advise the RCTC on strategic planning issues affecting the future promotion and development of the College.
- (f) The Principal shall promote a collegiate ethos within the College, and in association with the Chaplain and Student Body will promote a distinctive communal Catholic atmosphere within the College in the JCU community.
- (g) The Principal's family life within the College community shall be conducted in a manner which closely reflects the Christian spirit and values of the Catholic Church and the Catholic community generally, with a particular commitment to the principles of Catholic Social Justice. The Principal shall also endeavour to maintain acceptable Christian standards of behaviour among the students resident at the College.
- (h) The Principal is expected to be involved in the Catholic community and to actively liaise with Clergy and the Catholic Community within the Diocese.
- (i) The Principal shall consult with the Council in respect to the selection and appointment of senior staff at the College, and shall report to the Council on the appointment of other staff, Residential Assistants (RAs) and tutors from within the student body resident at the College.

The Principal shall ensure that all staff, RAs and tutors understand and carry out their duties and responsibilities in a manner which is compatible with the ethos and Christian values promoted by the College.

- (j) The Principal shall consult with the Council in respect to dismissal of any staff employed at the College. Other disciplinary action shall be in accordance with procedures and guidelines approved by the Council.
- (k) The Principal shall promote the College within the JCU community by participating in inter-collegial activities on the JCU campus, and by representing the College on State and Federal associations for Administrators of University Residential Colleges.
- (l) The Principal shall promote the College by liaising with schools at which prospective College residents receive their secondary education.

A very important part of the Principal's role at the College is the Pastoral Care of the residents. Without limiting the scope of the Pastoral Care role, it includes:

- (a) developing and maintaining a good working relationship with institutions and staff of JCU.
- (b) developing and maintaining a good working knowledge of the Student Services Department and the various Faculties of JCU and their entrance requirements.
- (c) developing and maintaining an environment at the College conducive to study, and ensuring that adequate academic and personal assistance is available to residents at the College.
- (d) demonstrating an active interest in student activities of the College in both academic and non-academic pursuits.
- (e) being involved in College life, including eating regularly with the students in the College Dining Hall.
- (f) dealing with students resident at the College on disciplinary and other issues in a manner which reflects the Christian spirit and values of the Catholic Church, with particular commitment to the Principles of Catholic Social Justice.
- (g) maintaining an appropriate level of contact with parents of residents of the College.

COLLEGE COUNCIL

The governance of the Council is vested in RCTC which has delegated that role to the Council. The Council in turn has delegated the management and administration of the College on a day to day basis to the Principal. The Principal shall implement decisions made and policy formulated and endorsed by the Council for the benefit of the College.

As provided by the Constitution the Principal is a member of the Council and is required to comply with all reasonable requests to report to the Council on all matters concerning the management and administration of the College.

The Principal, in consultation with the Council, shall develop and implement management procedures and practices for the ongoing performance evaluation of all staff at the College, including performance evaluation of the Principal by the Council or by persons appointed for that purpose by Council.

The Principal, in consultation with the Council, shall develop and implement a short, medium and long term strategic plan for the promotion and development of the College.

SALARY AND CONDITIONS

Appointment to the position will be made under a 4 year fixed term contract conditions negotiated between Council and the appointee. The total remuneration package will be dependent upon the skills, knowledge areas and experience of the successful applicant.

Living on site is preferred but this can be negotiated.

REFERENCES

The applicant is required to furnish the names of three (3) referees, one of whom must be a member of the clergy.

KEY SELECTION CRITERIA

Your application will include a resume, covering letter and key selection criteria responses (minimum of one half page per criterion). Candidates will need to be able to demonstrate relevant experience in a similar senior role. You should expand on the reasons for applying for the position and outline the particular skills and experience that would enable you to successfully manage the position.

Leadership

Successful experience in developing and transforming an organisation and being responsible as a member of the executive leadership team for strategic and operational planning to meet identified needs and maximise value in service delivery.

Community

Demonstrated ability to build and maintain a positive presence for the College in the University and the community, particularly in the NQ Catholic community. Capacity to identify and work strategically with the Clergy and organisations under a Catholic Diocesan framework.

Pastoral Care

Proven record of leading pastoral care in a faith based environment.

Stakeholder Engagement

Experience in representing and promoting organisations within the community, business sector or university sector or in other authorities and government agencies, and in building and maintaining positive working relationships to support achieving the strategic objectives of the organisation.

Workforce Leadership

Proven ability in leading a workforce and creating a constructive culture which maximises performance and capability and excels in service delivery.

Managing Resources

Demonstrated effective leadership and competence in managing human, financial, physical resources to achieve an organisation's business objectives, including developing appropriate performance frameworks, policies and systems.

Qualifications, Training and Development

The Council is seeking leadership capability to achieve strategic and operational outcomes that deliver best value service to its students. The educational qualifications required will be those that support the leadership capability of the appointee.

Degree qualifications and professional development, demonstrably relevant to the functions and activities of the position are essential. The qualification may be in any discipline as long as the incumbent can demonstrate experience and ability in leading an organization and achieving strategic objectives. Post graduate qualifications which achieve the same will be highly regarded.

APPLICATION PROCESS

A comprehensive search is being undertaken by UniRecruit to identify high quality candidates for this position.

CONFIDENTIAL ENQUIRIES

Confidential enquiries should be made to:

Dora DeLaat on +61 (0) 434 051 349, or
dora.delaat@uni-recruit.com.au or to

Janine Walker on +61 (0) 407 621 306,
or
janine.walker@uni-recruit.com.au

APPLICATIONS

All documentation should be provided in 'Word' format.

Your application should include a covering letter in which you address the Selection Criteria.

In addition, your application should contain your full curriculum vitae including the following:

- Full name, address, mobile and telephone number(s) and email address.
- Names, telephone numbers and email contact of at least three referees (no contact will be made without your permission).
- Country of permanent residence.
- Employment history, including present position and notice required.
- Details of education, professional training and qualifications.
- Any other relevant information, such as offices held in professional bodies and community service.

**All applications (in 'Word' format) should be emailed to Janine Walker
at: janine.walker@uni-recruit.com.au**

CLOSING DATE: Monday, 19 June 2017