



**ST JOHN'S COLLEGE**

within the University of Sydney

## **DIRECTOR, STUDENT LIFE**

St John's College invites applications for the position of Director, Student Life. Applications addressing the selection criteria and enclosing a curriculum vitae should be emailed to: [hr@stjohnscollege.edu.au](mailto:hr@stjohnscollege.edu.au)

**Closing date Monday 31 August 2020**

## **POSITION SPECIFICATION**

### **THE COLLEGE**

St John's College is a Catholic residential college within the University of Sydney accommodating some 250 men and women students and a small number of Affiliate non-residential students. The College was founded in 1858 and is the second oldest university college in Australia. St John's is dedicated to providing an environment where students can achieve their full potential throughout their time at university.

In recent years St John's has been at the forefront of the movement for cultural renewal in Australia's residential colleges, and is widely known as a welcoming, inclusive, down to earth environment where new students quickly make friends and find their feet as they begin their university careers.

The College has high academic standards and expects all students to do their best in their studies. Students have the advantage of a wide and deep pastoral care network, developed over many years, within which each person is known as an individual and can reach out for support when needed.

### **THE ROLE**

Reporting to the Rector who is chief executive officer of the College, the Director, Student Life is a senior residential appointment with primary responsibility for student wellbeing and pastoral care.

The Director, Student Life leads the Student Life staff team which includes the Dean of Students, several Associate Deans and administrative support. Together with the Dean of Students, the Director manages the student Pastoral Team comprising Sub-Deans and Resident Assistants, and liaises closely with the Student Club Committee and House Executive.

The Director, Student Life works with colleagues and student leaders to sustain and further develop an environment in which students are supported and encouraged in their growth as young adults, particularly in the spheres of their academic work, co-curricular activities and career aspirations.

### ***Key accountabilities***

1. Develop, implement and manage policies and procedures relating to the general welfare, academic progress and pastoral care of students.
2. Lead and inspire the staff Student Life Team consisting of the Dean of Students, three Associate Deans and Student Services Assistant.
3. Overall responsibility for the student Pastoral Team of Sub-Deans and Resident Assistants, including their selection, training, duties and performance.
4. Work with the elected Student Club Executive and House Committee in relation to student-organised sporting, cultural and social activities, overseeing risk management for activities and events.
5. Develop programs and opportunities which enhance personal development for all students, building leadership skills and engaging with connected communities including people in need.
6. Assure the provision of pastoral support for individual students, including referrals to external support services where appropriate.
7. Supervise the delivery of student leadership training programs and the induction program for commencing students.
8. Play a leadership role in developing and implementing the College's risk management policies and procedures, especially emergency and WHS plans.

## THE PERSON

### ***Selection criteria***

- A. Capacity to provide strong leadership within the College, inspire and motivate students and staff, and enhance St John's as a learning community.
- B. Personal qualities of integrity, sound judgment, perseverance and resilience.
- C. Respect for the values, teachings and practices of the Catholic Church
- D. Demonstrated ability to mentor and empower team members to achieve organisational objectives.
- E. Demonstrated ability to relate effectively to young adults in an educational context.
- F. A willingness to take initiative, assist colleagues, and contribute to the effective operation of all areas of the College.
- G. Excellent interpersonal, public speaking and communication (written and oral) skills.
- H. Ability to handle sensitive information with absolute confidentiality.

### ***Qualifications and experience***

#### *Essential*

- A university degree and preferably postgraduate qualifications.
- Strong written and oral communication skills.
- Work experience in an educational setting.
- Demonstrated capacity for effective leadership.

#### *Desirable*

- Work experience in a residential educational environment.
- Experience in delivering pastoral care.

## REMUNERATION AND HOURS

Salary and superannuation: An attractive remuneration package will be negotiated with the successful applicant having regard to qualifications and experience.

Leave: 5 weeks annual leave, statutory personal leave (sick leave and carer's leave) of 10 days per annum.

Professional development: One week's study leave per annum with an expense allowance.

Residency: Accommodation for the Director, Student Life is provided in a modern 2 bedroom self-contained flat in the Hintze Building. The Director is required to reside onsite 5 nights per week together with some weekends on a rostered basis (currently one in four) during the student residency periods (amounting to 42 weeks per annum), except for periods of approved leave.

Hours: Ordinary hours of work are 5 days per week Monday to Friday (38 hours per week). In addition the Director will be expected to attend weekly Formal Dinners in Hall (usually Monday nights) and on special occasions when the College entertains external guests. Attendance at dinners or other such occasions does not carry additional remuneration or time in lieu.

Availability out of hours: The College's well developed pastoral system includes a shift roster of RAs and Sub-Deans, including back-up personnel, covering 5pm to 9am on weekdays and throughout weekends. It is rare for residential staff to be called upon out of hours. However, in order to provide a senior presence in case of emergency, there is a staff roster which covers 5pm to 9am on weekdays and throughout weekends, and the Director will participate in this along with other residential staff.

Meals: During student residency periods 21 meals per week are provided for students. Lunch is provided for all staff during residency periods and most staff eat lunch in the Hall on working days. Residential staff (but not other staff) may take any meals they choose in Hall although (with the exception of formal dinners and special occasions) there is no expectation that they should do so.