



St Leo's College

POSITION DESCRIPTION

Position Title:	Dean of Students
Employment Status:	Permanent Full Time, Fixed Term
Date Reviewed:	17 June 2022
Incumbent:	TBC
Date Appointed:	TBC
Terms of Employment:	As per letter of appointment
Award	Higher Education Industry – General Staff – Award 2010
Classification Level	Higher Education Worker Level 6
Hours of work	2:00pm - 9:00pm (Sunday) 1:00pm - 9:00pm (Monday, Tuesday) 5:00pm - 11:00pm (Wednesday, Thursday) The above are fixed hours subject to operational needs, plus other occasional shifts per letter of appointment Hours revert to a 35 hour week starting at 9am, Monday to Friday during non-semester periods (13 weeks).
Reports to:	Deputy Head of College
Other Key Relationships:	<u>Internal:</u> Head of College & Chief Executive, Deputy Chief Executive, Director of Hospitality, Residential Assistants, A/H Duty Officers, other staff as required and residents. <u>External:</u> all UQ College's, and College stakeholders.
Direct Reports:	Nil
Delegated Authorities:	As per Approved Delegations of Authority Schedule
Reference Documents:	<ul style="list-style-type: none">• Strategic Plan• Organisation Structure• Authority & Delegations Manual• Policies and Procedures• Behaviour Management Policy



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	<ul style="list-style-type: none">• College Handbook
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Purpose of Role

The role of Dean of Students exists to provide:

1. assistance with the management of resident students through the fostering of a College-wide sense of community and for the care, good order and welfare of the residents of the College;
2. an obvious and discernible after hours residential presence;
3. interact with College residents whilst maintaining the highest levels of professionalism in striking the right balance between the College being both a home for its residents and an academic institution;
4. a first point of contact for residents in all matters relating to academics;
5. direct assistance and support for the academic progress of all residents of the College;
6. promotion of the College through projecting a professional and positive image to anyone who has contact with the College;
7. assistance in supporting and fostering the overall personal and spiritual growth of the residents of the College.

Key Responsibilities

The Dean of Students key responsibilities to fulfil the purpose of the role are to:

- assist the College Executive in delivering a safe and tranquil after hours environment;
- ensure residents have access to a visible and proactive after-hours adult presence;
- coordinate with the Duty Residential Assistant (RA) and the After Hours Duty Officer to ensure:
 - a positive and constructive sense of community permeates the College;
 - the after-hours welfare of the College's residents, the tranquillity required to deliver the College's mission, and residents after-hours' use of College assets is appropriate;
- undertake special projects as directed by the Head of College consistent with the purpose and function of this position.
- take a particular and specific interest in the academic performance of all residents;
- work with the Deputy Head of College to deliver an efficient and effective tutorial program;
- assist with the processes contained within the academic and academic progress policies;
- ensure the provision of **RSA compliant events** through **RMLV training**;
- act as **Chief Fire Warden** and Fire Safety Advisor whilst on duty;
- ensure the good order of the College's student accommodation by being an active onsite presence after hours



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Competencies & Skills

- Excellent interpersonal skills and an enthusiastic approach to working with people of varying backgrounds including working with 17-21 year olds (average age of residents);
- Presentation of a professional demeanour and adherence to ethical standards at all times;
- The maintenance of the highest standards of honesty and integrity in all aspects of the performance of the role including workplace relationships that are productive, respect based and consultative;
- An understanding of the significance of key relationships in the College's marketplace, specifically the importance of the College's interactions with University of Queensland personnel;
- Eligible for child-related employment (Queensland Blue Card);
- Flexibility to accommodate after-hours demands on time;
- Current First Aid Certificate and willing to receive training in Mental Health First Aid as well as the operational systems of the College;
- Commitment to teamwork and the Mission of the College;
- Good organisational skills and a capacity to prioritise tasks and manage time effectively;
- Ability to work both independently and, as part of a highly motivated, high achieving team;
- Positive communication skills – verbal & written and an enthusiastic, energetic, highly motivated approach to work.

Primary Accountabilities

After-hours Responsibilities

When on duty, the Dean of Students:

- is visibly present in the dining room or servery area for the College meal service;
- is visibly present and active at any on campus events and activities;
- attends College sporting, cultural and social events and assists the resident student leadership with planning for these events;
- is actively engaged with the College's residential life at weekends;
- maintains a positive and constructive leadership example at College sporting, cultural and social events.

Reporting

The Dean of Students:

- ensures the College Executive receives written reports of all resident issues which occur when he/she is on duty;
- supports the Duty RA in their efforts to achieve compliance with the College's regulatory policies;
- advises the College Executive immediately of any after-hours emergency which requires an urgent response from the College.



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Resident Welfare

The Dean of Students:

- understands the needs of young male adults and recognises when it is appropriate to suggest to the Deputy Head of College additional professional support for a resident;
- has a good understanding of the priorities and balances that should inform a resident's life at College;
- is aware of the importance of a WH&S compliant work environment and reports hazards to the College Deputy Chief Executive, or his nominee for appropriate action;
- assists in ensuring the comfort and safety of resident accommodation.

Work with Resident Student Leaders

The Dean of Students:

- is accessible to all members of the College community – including those under eighteen;
- liaises with resident student leaders in preparation for sporting, social, religious and cultural events.

Other

- The performance of other duties as directed by the Head of College consistent with the purpose and function of this position, notably attendance at certain after-hours events that occur throughout the year.

Acknowledgement & Acceptance:

I, _____, have read, fully understand and accept St Leo's College requirements of this role as outlined in this Position Description.

Signature

Date

Key Selection Criteria

Please address the following Key Selection Criteria with a maximum of ½ a page per criterion giving clear examples.

1. Experience working with young male adults in a residential or educational environment.
2. Understanding the mental health and welfare needs of young male adults.
3. Understanding of university academic processes and procedures
4. Ability to think creatively and independently to find thoughtful solutions to workplace problems.
5. Outstanding communicator and manager of people, respected and influential within the whole workplace.
6. Ability to work within the values of the Catholic Church, the Catholic Mission of the College, and the College's strategic plan.