

**POSITION DESCRIPTION**

Title: **Dean of Students**

Responsible to:Principal

Direct reports to the role:Associate Dean, Senior Residential Advisors, Residential Advisors, Admissions

Hours of work:Full-time residential role

### **POSITION SUMMARY**

The Dean of Students will be an educator with a warm and approachable nature, significant experience in caring for young adults in a diverse environment, and exemplary communication and interpersonal skills. The purpose of this role is to deliver outstanding intellectual and personal growth programs that ensures inclusiveness, academic excellence, wellbeing, pastoral care and discipline in the residential community.

The Dean of Students has responsibility for the personal and professional development of residents, for the building of leadership skills and self-governance within the College, and for ensuring an active and engaged residential community. They will also be expected to share the community’s firm commitment to academic excellence. The Dean of Students will ensure the community’s regular training in the Code of Conduct, mental health, leadership and employability skills. The Dean of Students is also responsible for the admissions process at the College, managing interviews and offers for incoming residents.

The Dean of Students is expected to live on campus in accommodation provided by the College (currently a brand new 3-bedroom, 2-bathroom flat with a large study). They will be expected to dine in the Dining Hall during semester and is expected to attend College functions and events in the evenings and at weekends during the academic year. The Dean of Students should have a highly visible profile within the community and is expected to be an outstanding role model for residents and an integral part of a vibrant residential community.

The Dean of Students is responsible for ensuring all after-hours supervision and emergency procedures are in place for residents and that relevant staff are trained in such procedures. Although there are after-hours support staff, the Dean of Students has to be prepared to deal with the many and varied issues that can come from living on-site. In the case of an emergency during weekdays, the Dean of Students would be the first point of contact. At weekends, this role is in charge of emergencies every fourth weekend during term time as it is shared in rotation with other senior staff. Flexibility of work days is available given the nature of the role.

### **SELECTION CRITERIA**

* Tertiary degree (Masters or PhD preferred) and significant experience in an educational leadership role.
* Experience working or living in a residential community.
* Demonstrated commitment to achieving excellence in education, and a passion for the development of a holistic wellbeing approach that meets the needs of all community members.
* A proven track record of senior leadership and sound critical judgment in an educational setting.
* Experience managing a team of professionals. An understanding of effective wellbeing promotion strategies and policies within an institutional context including experience in conducting program evaluation.
* Experience of the application of relevant, effective models of service delivery, legislative requirements and national and state codes of practice.
* Proven ability to work effectively with audiences and individuals with varied backgrounds, including: culture and ethnicity; gender and sexuality; mental or physical health, religion, spirituality or the absence of same; economic privilege or economic insecurity.
* The ability to positively contribute and work within a senior team environment as part of an executive group in addition to working independently.
* Demonstrated ability to lead, motivate and inspire staff to learn, bringing vision to life and encouraging a culture of innovation, professionalism and collaboration.
* Demonstrated experience in leading change.
* Demonstrated ability to lead the formulation, writing and effective implementation of policy regarding wellbeing strategy and practice and the ability to use research and evidence to guide decision making.
* Ability to empower young people and encourage self-reliance and resilience.
* A desire to be actively engaged in the life of the College.

**Desired Personal Attributes**

* Open, collegial, consultative style that combines a disposition towards distributed leadership with a willingness to lead from the front and the ability to provide candid and considered feedback to peers, colleagues and staff.
* Excellent judgement and diplomacy under pressure.
* Ability to make and maintain collaborative relationships with colleagues, both within an organisation and in the wider community, and at every level of an institution’s hierarchy.
* Excellent organisational and planning skills with the ability to lead by example and delegate effectively.
* Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds.
* Ability to work independently and show initiative.
* Ability to show continuing professional learning and capacity for reflection.
* Self-motivated, conscientious, reliable and enthusiastic.

**Further Information:**

* Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
* Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.
* The successful applicant must secure, or be in the process of securing, a Working with Children approval.

**KEY RESPONSIBILITIES**

**Oversight of the daily operations of well-being, training, academic excellence, admissions and discipline in the residential college**

* + With the Principal, recruit, hire and nurture residential staff who form the Senior Common Room
  + Ensure the best external tutors are hired for each subject
  + Ensure every St Hilda’s student is nurtured as an individual and achieves success in their academic and personal development
  + Develop a calendar of events and external speakers to foster community values and oversee campaigns promoting student physical and mental health, including Sexual Health Week, Mental Health Awareness Week, Are U OK? Day etc.
  + Ensure appropriate training for residential staff and student leaders
  + Support student leaders in the planning and managing of Orientation events including being present at all Orientation events
  + Manage the College’s duty of care for students on a 24-hour basis (and provide weekend supervision every fourth weekend during term time)
  + Oversight of the duty roster, ensuring the effective management of security
  + Act as the Chief Fire Warden and maintain appropriate levels of training and oversight of Fire Wardens and other emergencies
  + Attend sporting, cultural, charitable and appropriate social activities for the College
  + Create and nurture a respectful, safe and supportive culture within the community
  + Improve the student experience through the development of a range of programs, policies and initiatives
  + Develop student leadership and employability programs which enhance student’s capacity
  + Provide support for all student club initiatives concerning student development
  + Manage day to day student disciplinary matters.

**Program and policy implementation**

* + Develop and implement programs and provision of opportunities that enhance the personal development of residents, build leadership skills and self- governance within the College, and support an active and engaged residential community
  + Manage implementation of all College wide policies related to the student community
  + Oversee the alcohol policy, including managing the service of alcohol, training and all related functions
  + Coordinate and ensure compliance with intercollegiate policies and programs
  + Develop and implement effective health and wellbeing programs for residents
  + Coordinate all residential emergency policies and procedures
  + Understand and respond to concerns of individual students and refer students to appropriate services and agencies for medical and counselling support when required
  + Foster and encourage networks for the early detection of student well-being issues

**College Leadership**

* + Lead the student community in the Principal’s absence
  + Manage after-hours emergency situations as the onsite senior staff member
  + Travel for occasional marketing visits to schools and represent the College
  + Manage the interview process for new applicants and play a key role in Open Day in August and other student recruitment activities.
  + Manage the Academic and Wellbeing budgets to ensure they are directed to achieving student outcomes and positive return

**ABOUT THE COLLEGE**St Hilda’s College is a residential college affiliated with the University of Melbourne.

The College was established in 1964 and provides accommodation and educational support for 237 tertiary students from rural, interstate and international backgrounds, studying at the University of Melbourne.

The College’s vision is to develop the University of Melbourne’s most vibrant, intellectually stimulating and welcoming residential community. The mission is to enhance its residents’ university experience. St Hilda’s offers outstanding resources to its students including a rigorous and supportive academic program; academic advice and career help, various extra-curricular opportunities to grow; a holistic wellbeing program; and a world-wide network of alumni and friends of the College.

The guiding values of the College are:

* Respect: St Hilda’s promotes respect for self and others
* Belonging: St Hilda’s cultivates an inclusive and supportive community where diversity and individuality is celebrated
* Challenge: St Hilda’s provides a climate of openness which encouraged genuine engagement, the expression of differing views and positive discourse
* Growth: St Hilda’s supports students to find their passions, achieve their ambitions and pursue excellence through a growth and development mindset
* Communitas: St Hilda’s provides opportunities to support others both within the college community and the broader local, national and global community.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
| Manager Signature |  | Date |  |