POSITION DESCRIPTION

Position: Associate Dean of the Residential College

Reporting to: Dean of the College

Salary Range: Band 5: Attractive remuneration based on experience plus provision of a 2 bedroom house on campus, 10% Superannuation and 17.5% Leave Loading

Contact: Dr Sally Dalton-Brown, Dean of the College

Date: 29th September 2014

POSITION SUMMARY

Trinity College is the first residential College of the University of Melbourne and is over 140 years old. An Anglican college, Trinity has 305 students—approximately 45 of those are graduate students. Trinity offers outstanding resources to its students, including a rigorous and supportive academic program; rich service, sporting and cultural extra-curricular opportunities; and a world-wide network of alumni and friends of the College.

The Associate Dean is primarily charged with managing wellbeing, pastoral care and discipline in the residential community. Serving as the second in charge, the Associate Dean will take leadership of the Residential College in the absence of the Dean.

The Associate Dean will be a scholar with a warm and approachable nature, significant experience in caring for young adults in a diverse environment, and exemplary communication and interpersonal skills.

The Associate Dean has responsibility for providing opportunities for the personal development of residents, for the building of leadership skills and self-governance within the College, and for ensuring an active and engaged residential community. She or he will also be expected to share the community’s firm commitment to an academic ethos amongst both staff (resident tutors in particular) and students. The Associate Dean will ensure the community has regular training in the Trinity Code of Conduct, especially all Student Coordinators, tutors and other residential staff.
The Associate Dean is expected to live on campus in accommodation provided by the College. She or he will be expected to dine in the Dining Hall 2-3 nights each week during semester and is expected to attend College functions and events in the evenings and at weekends during the academic year. The Associate Dean 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 Associate Dean is responsible for ensuring all after-hours supervision and emergency procedures are in place and that relevant staff are trained in such procedures, and for liaising on invacuation/evacuation drills each semester. Although there are after-hours support staff, the Associate Dean 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 the Associate Dean, in rotation/by agreement with the Chaplain, would be the first point of contact.

**SELECTION CRITERIA**

**Essential**
- PhD, or significant progress towards the PhD, and ideally a degree in social work, psychology, leadership or another people-related field and significant experience in an educational leadership role
- Training and relevant experience in mediation, pastoral care and counseling
- Outstanding interpersonal, leadership, team-building and supervisory skills
- Demonstrated track record of managing the discipline, pastoral care and development of young adults in an educational environment
- Demonstrated ability to relate very effectively to young adults
- Excellent administration skills
- Well-developed negotiation, conflict resolution and liaison skills
- Superior written and verbal communication skills including in public speaking
- High order Information Technology skills and knowledge

**Desired Personal Attributes**
- Utmost reliability, and care and attention to detail
- Demonstrated knowledge of the relevant legislative frameworks and compliance policies related to residential education
- Experience with volunteering and leadership programs
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 welfare, training and discipline in the residential college

- Appoint, support and manage the Student Coordinators (SCs) in their work with the residential tutors of encouraging a respectful and supportive community, floor by floor
- Oversee the recruitment process of Bursary Coordinators, the IT Student Committee, Library Bursars, Sustainability Interns, and Building & Grounds Bursars
- In liaison with the Chaplain, ensure appropriate training for residential tutors and SCs, in the fields of Responsible Service of Alcohol, and OH&S issues
- Support students in the planning and managing of Orientation events including being present at all Orientation events
- Manage the event application process, including soliciting and acting upon feedback after each event
- Drive the planning of annual College House exchange, and other significant excursions
- 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 as they apply to the residential College.
- Oversee the alcohol policy, including managing the (student) bar staff, training and all related functions
- Coordinate Trinity’s compliance with intercollegiate policies and programs
- Develop and implement effective health and wellbeing programs for residents, in liaison with the Chaplain, the College Nurse and the Counsellor
- Coordinate of all emergency policies and procedures

College Leadership

- Lead the Residential College in the Dean’s absence
- Manage after hours emergency situations as the onsite senior staff member
• Travel for occasional marketing visits to schools and represent the College
• Participate in the interview process for new applicants from August-December each year and play a key role in Open Day in August

**OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

Employees must:
• Cooperate with the College in relation to activities taken by the College to comply with OHS legislation
• Comply with the OHS guidelines in the Staff Terms and Conditions
• Adopt work practices that support OHS
• Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
• Seek guidance for all new or modified work procedures
• Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
• Participate in meetings, training and other environment, health and safety activities
• Not wilfully place at risk the health or safety of any person in the workplace
• Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

Supervisors are responsible for:
• Developing new work procedures, as required, in conjunction with relevant persons
• Providing all staff with relevant OHS information in an appropriate manner
• Providing personal protective equipment and clothing if hazards cannot be fully eliminated
• Providing adequate supervision through technical guidance and support
• Identifying and controlling hazardous conditions
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances
• Ensuring that all accidents and incidents are reported

Managers and Section Heads are responsible for:
• Maintaining compliance with all OHS policies and procedures by regular performance review
• Conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
• Ensuring that all staff, including contractors under local control, are appropriately inducted
• Providing relevant OHS information and ensuring appropriate training
• Identifying health monitoring needs
• Maintaining appropriate records
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues
• Investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence.

**COMPLEXITY, SKILLS, KNOWLEDGE**

**Level of Supervision / Independence**

This is a very senior role with high level of autonomy and responsibility for the welfare and discipline of the residential College. The position requires a high level of collaboration and initiative, and excellent negotiation skills are essential as the requirements of a broad range of stakeholders are met. The position exercises both formal and informal leadership in the area of student engagement and a high level of interpersonal skills is essential. The position is expected to deputise as required.

**Problem Solving and Judgement**

The incumbent will encounter a wide range of complex and sensitive issues within the residential college. Outstanding problem solving skills, thorough knowledge of the issues and of relevant research in the area, as well as experience in program delivery, are essential.

The position especially requires a consultative approach to developing solutions so that competing interests of students, alumni, the University and College activities and traditions can be balanced. Mature judgment and the ability to meet tight deadlines and be able to work under pressure are required in a change management environment.

**Professional and Organisational Knowledge**

The incumbent requires extensive knowledge and experience of/with young people. The Associate Dean must be capable of showing leadership, and able to develop and implement policies and programs within a rapidly changing environment. The position requires considerable proficiency in management in a highly diverse and multi-program context, with extensive liaison and collaboration required within the College.

**Breadth of the position**

The Associate Dean is responsible for a critical suite of programs fundamental to the student experience. This requires considerable sensitivity and strength in leadership to enable students to achieve at the College.
OTHER INFORMATION

Trinity College

Founded in 1872, Trinity College is affiliated with the University of Melbourne and the University of Divinity. Trinity has some 1,500 students in its various educational programs, most particularly:

- the residential College,
- Trinity College Foundation Studies,
- Theology at Trinity College,
- Summer and Mid-Year Schools, and
- other programs such as bridging courses, and critical thinking workshops.

The College’s educational programs are supported by the College Library, Information Technology and Telecommunications, Chaplaincy, Music, Communications, active friend-raising and fund-raising through the Advancement Office and Trinity College Foundation, Learning Innovation Centre, and the Department of Finance and Administration (including finance, accounts, property and operations), and Human Resources.

In all the educational programs it offers, the College aims to provide opportunities for students – from around Australia, and around the world – which can transform their lives. It aims to do this through offering its students an education that is increasingly comparable with the best in the world. It works to fulfil this aim as a college of the College of Melbourne. The College is committed to giving innovative effect to traditional educational values for the benefit of present and future generations of students.

Trinity College: Excellence, Community, Diversity