POSITION DESCRIPTION

Position: Evening Supervisor, Edith Head Hall (18 month contract)
Department: Foundation Studies
Reporting to: Edith Head Hall Manager
Directly Supervising: nil
Salary Range: Pastoral allowance of $39,000 per annum
Board and Accommodation provided
Contact: Kim Hubery - phone (03) 9348 7136
Date: July 2016

POSITION SUMMARY

Edith Head Hall is a residential accommodation for female International Students who are primarily under the age of 18. The purpose of this position is to maintain the operation of the Edith Head Hall after hours to ensure the safety and security of the premises and the wellbeing of students and staff. This is a live in position and requires the incumbent to be on duty from Monday to Friday overnight from 9pm until 9am. The Evening Supervisor must ensure that appropriate behaviour and conduct is maintained at all times contributing to a harmonious and peaceful environment. The position requires the ability to assist and respond to situations exercising relevant judgement on issues and matters as they may arise. There is an expectation that the evening supervisor will interact with the students and then the provision to retire for the evening and be “on-call”.

Other benefits include free accommodation in a one-bedroom apartment and board in the inner city location of North Melbourne, with morning and evening meals provided Monday-Friday and a self-catering option available on weekends. A car park is also provided. Edith Head Hall is open all year round.

SELECTION CRITERIA

1. Demonstrated work experience in a similar role with specific understanding and ability to relate to a residential education community or similar.
2. A qualification in Education or Youth Work with previous experience in the pastoral care of students under the age of 18 highly desirable
3. Experience in emergency management, evacuations and dealing with fire authorities in the case of fire alarms.
4. Completion of Level Two First Aid and Mental Health training, or readiness to attain certification
5. Good problem solving ability, exercising sound judgment with capability to perform duties with integrity and diligence in all situations.
6. High level interpersonal and communication skills (both written and oral) with ability to write reports on incidents and to communicate effectively with students and staff.
7. An understanding of and commitment to compliance of Occupational Health and Safety requirements
8. Capacity to become familiar with the compliance aspects relating to the care and supervision of international students of a residential facility for students under the age of 18 years

Desirable:

Fire, Health and Safety and or Emergency Awareness training

Further Information:
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- 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
- 4 weeks leave of absence must be taken throughout the year

KEY RESPONSIBILITIES

1. Control access to EHH grounds and execute lock up procedures
2. Provide a prompt and efficient response to the Duty Phone queries, which may include assisting resident students with room access, keys and cards.
3. Assist Manager with enforcement of curfew requirements and house rules
4. Act as second in charge when the EHH Manager is on leave.
5. Interact with student cohort offering academic and pastoral support as required
6. Contribute to the academic and pastoral life of the hall including participation in activities such as orientation for new students
7. Be responsible for noise management, cleanliness and tidiness of the Hall and ensure any general well-being of students and community health matters are addressed as required.
8. Flexibility in work hours and a willingness to cover shifts on occasion
9. Keep a running log of all events and activities whilst on duty and report occurrences to EHH Manager in the first instance
10. Log any maintenance, hazard or incident reports via the portal as required
11. React quickly and efficiently to emergencies and coordinate a consistent response working with emergency services when necessary.
12. Prepare incident reports to the EHH Manager in the first instance on any unusual happenings, and provide concise, accurate, factual and timely information to (PaFS) for any follow up actions, reporting and recording.
13. Attend any relevant training that may be necessary from time to time
14. Perform any other duties as reasonably required by the EHH Manager
PROCEDURE FOR LOCKUP

1. Check and action accordingly lock-up of all perimeter gates, doors and windows at the required time.
2. Carry out daily unlock procedure (if necessary) and at the required time. Report any security and maintenance issues.
3. Inspect the premises and grounds for any unauthorized presence and report any occurrences immediately to EHH Manager and contact College Caretaker on main campus or Police if necessary.
4. Ensure that all lights are switched off.
5. Log all activities and record any occurrences in communications booklet.

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 and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- 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 for work safe practices.
- 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.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,000 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.
- Young Leaders Programs for Australian and overseas secondary school students.
Various short courses.

Trinity promotes academic excellence across a balanced, all-round education that includes both ‘breadth’ and ‘depth’ of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

Trinity College: Excellence, Community, Diversity