POSITION DESCRIPTION

Position: Deputy Head (part-time, 2 days per week)
Department: Edith Head Hall
Reporting to: Head of Residence, Edith Head Hall
Directly Supervising: Casual assistants at certain times
Salary Range: Approx $52,000 per annum total package value (including $20,600 salary component, plus accommodation and board)
Contact: Dr Barbara Cargill
Date: January 2013

POSITION SUMMARY

The purpose of this residential position is to assist with the provision of leadership in pastoral care and efficient and effective management to Edith Head Hall, an all-female residential community of Trinity College which is for Trinity College Foundation Studies (TCFS) international students, especially those under 18 years of age.

SELECTION CRITERIA

Essential:
1. A qualification in Welfare, Education, Youth Work or Social Work, or in other studies plus relevant experience in a role with responsibility for a community of young women generally aged between 16 and 18.
2. High level interpersonal communication skills (written and oral) within a highly culturally diverse education community or similar environment.
3. Capacity to relate well to international students, their parents, and senior College staff.
4. Demonstrated ability to assist with managing a budget and accommodation bookings, with arranging building maintenance and developing a pastoral care and recreational program within available resources.
5. The ability to positively contribute and work within a team environment, take direction and to foster community harmony in a residential environment.
6. Demonstrated capacity to exercise sound judgement, maturity and tolerance within a residential community of diverse young women.
7. Demonstrated computer skills using Word, Excel and a range of software and ability to learn new systems.
8. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College, and its TCFS program in particular.

9. An understanding of the ESOS Act and all relevant National Code provisions relating to the care and supervision of international students under the age of 18 years.

10. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

Desirable:

1. Experience of living within a residential hall or college of a university.
2. Considerable flexibility regarding rostered work arrangements.

Further Information:

- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- Completion of First Aid training or willingness to attain certification
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.

Desired Personal Attributes:

- maturity and judgement
- genuine interest in and ability to relate to young people
- ability to work collaboratively as part of a small interdependent team
- initiative
- patience and tolerance
- confidentiality
- cooperation
- tact, diplomacy and excellent negotiation skills

KEY RESPONSIBILITIES

1. To provide assistance and back-up to the Head of Residence in the management and smooth running of the residential facility, maintaining high occupancy levels and remaining within an agreed budget.

2. To provide an inclusive and supportive pastoral care program that enables young women to study in TCFS effectively and that ensures their well-being.

3. To provide an excellent role model for the resident community.

4. To co-operate with the Principal in developing 24 hour, 7 days a week, 52 weeks a year leadership and management cover via negotiated rostered arrangements, which may also require being ‘on call’ when not rostered for active duty.

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 work place or residence.
• 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 and recommending new safe work procedures and practice, as required, in conjunction with relevant persons and in compliance with legislative requirement and Trinity College OHS Policy.
• Providing all staff with relevant OHS information in an appropriate, timely manner.
• Providing personal protective equipment and clothing if hazards or risk cannot be fully eliminated.
• Providing adequate supervision through technical guidance and support.
• Identifying and controlling hazardous conditions and where possible reduce risks or eliminate.
• Providing appropriate facilities for safe storage, handling and transport of hazardous substances.
• Ensuring that all accidents and incidents are reported.

**Managers and Directors/Deans** are responsible for:
• Implementing and maintaining procedures in compliance with legislation and Trinity College OHS Policy by regular monitoring of staff compliance through 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.
• Ensuring all risk issues that have been identified are monitored and recorded.
• Ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS issues.

**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 1,000 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 Summer Schools 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.

Edith Head Hall is a relatively recent venture for the College, creating a much needed specialist facility for accommodation of young international female students whilst they are undertaking the Trinity College Foundation Studies program.

Trinity College: Excellence, Community, Diversity