



POSITION DESCRIPTION

Position:	Associate Dean, Student Services
Department:	Residential College
Reporting to:	Dean of Residential College
Directly Supervising:	Wellbeing Services, Indigenous Support Services, Student Support Services
Salary Range:	Band Level 5 FTE \$ 99,792 plus 10% superannuation plus 17.5% leave loading plus accommodation package.
Date:	June 2019

POSITION SUMMARY

Trinity College is a vibrant, diverse educational community committed to providing young women and men, regardless of background, with an exceptional education so that they may imagine and achieve a better world. Trinity is implementing a far-sighted strategic plan that will ensure the College continues to enhance the quality of its educational, cultural and social programs. Trinity will achieve this outcome by investing in new and expanded educational and residential programs, enabling students to join the College irrespective of financial capacity, and engaging fully with our over 23,000 alumni. Trinity offers outstanding resources to its students including a rigorous and supportive academic program; rich service, sporting and extra-curricular opportunities and a worldwide network of alumni and friends of the College. The College is seeking individuals with a commitment to excellence in education who will contribute to achieving this vision through their work at Trinity.

The Associate Dean, Student Services will provide leadership, management and implementation of the Trinity Residential Student Services Programs being offered at Trinity College. This includes Student Wellbeing, Student Support and Indigenous Support programs as well as student discipline and Code of Conduct. The Associate Dean, Student Services, works closely with the Residential College leadership, in creating and offering a rich academic and pastoral services and programs for the students. The Associate Dean, Student Services, will have a highly visible profile within the community and is expected to be an outstanding role model for residents and staff and be an integral part of a vibrant residential community.

This position will take on the role of Acting Deputy Dean in the absence of the Deputy Dean, or the Acting Dean in the event that both Deputy Dean and Dean are absent.

This position lives on the Trinity College campus and will require flexible working arrangements acknowledged through the remuneration of this position.





SELECTION CRITERIA

Essential:

1. A tertiary qualification, including postgraduate study, in a relevant discipline i.e. education, management, health or welfare.
2. Demonstrated work experience in a similar role with specific work experience in staff and student project and case management.
3. Demonstrated leadership and management experience, ideally in a collegiate setting.
4. Effective people management skills and experience in developing and leading high performing teams.
5. Understanding of factors that affect student engagement in higher education.
6. Demonstrated high level knowledge and understanding of approaches, policies, programs and research relating to student services.
7. A proven track record of senior leadership and management, sound critical judgment, influence and negotiation, decision-making skills.
8. Creativity and initiative in the development of Student Services programs.
9. The ability to contribute significantly and positively to team, in addition to working autonomously.
10. High level interpersonal and communication skills (written and oral) within a culturally diverse education community.
11. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
12. A desire and the ability to contribute to the educational vision, values and strategies of Trinity College.
13. An understanding of Equal Opportunity, and commitment to equity and cultural diversity.
14. An understanding of and commitment to compliance with Occupational Health and Safety requirements.

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

1. Innovative strategic development and management of the Residential Student Services vision for the College.
2. Review all Student Services policies, curriculum and programs offered ensuring innovation and best practice expected of a first-class residential setting.
3. Liaise with the Marketing and Communications team to ensure a high-profile social media footprint and clear avenues of communication across all stakeholder groups.
4. Proactively plan and coordinate for all key College events such as Orientation Week, student events, Clubs and Societies, non-academic student experience.





5. In conjunction with the Dean, assist in managing the College's approach to the development of policy and practice in building a respectful community. Manage and enhance the education programs, wellbeing and health services of the Residential College.
6. Be aligned to the values of the Anglican Ethos of the College and in collaboration with the College Chaplain, be supportive of the spiritual life of the residential college community.
7. Responsible for management of student behavior relating to Code of Conduct and disciplinary matters.
8. Drive student engagement in the extra curricula offerings of the College.
9. Develop initiatives to promote diversity and inclusiveness which are valued and promoted within the residential community.
10. Management of risk related to Student Services.
11. Management of accountabilities and deliverables within prescribed budget parameters.
12. Assist with the recruitment and selection of highly talented students from diverse backgrounds and disciplines into the Residential College programs.
13. Engage relationships within the three educational divisions across the College to develop a sense of a single community.
14. Provide high quality leadership and support to Wellbeing Services, Indigenous Services and Student Support Services team.
15. Ensure the College delivers a high-quality sport, arts (e.g. musical, student play, publications) and social program for students. This includes responsibility for, and oversight of, all student-run events and activities including the management of the student Bar.
16. Engage and work collaboratively with the student leadership team such as the TCAC, SC and overall student body.
17. Participate in the admissions processes for new student applicants, particularly interviews, and play a key role in Open Day in August.
18. Travel for occasional marketing visits to schools and represent the College, along with the Registrar and Dean.
19. Be available to preside at Formal Hall two nights between Monday to Thursday each week during semester and be available for College events in the evenings and at weekends during the academic year as required.
20. Other duties as or when required by the Dean of Residential College.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Managers and Directors/Deans must:

- Provide a safe environment for all staff, student and visitors





- Provide safe systems of work
- Provide plant and substances in safe working condition
- Provide suitable facilities for the welfare of workers
- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- Provide a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- Provide a commitment to continually improve performance through effective safety management.
- Provide a OHS Management System where all risk issues are identified, recorded, rectified and monitored.
- Provide a consultative structure where staff can participate in regular 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 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including 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; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- 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.

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, Society

