



POSITION DESCRIPTION

Position: Deputy Dean

Department: Residential College

Reporting to: Dean of the Residential College

Directly Supervising: Student Services team including Resident Advisors

Salary Range: Band 5 FTE \$125,000 plus 10.5% superannuation plus 17.5% leave loading

Contact: Leonie Jongenelis, Dean of the Residential College (leoniej@trinity.unimelb.edu.au)

Date: November 2022

POSITION SUMMARY

The Deputy Dean will provide leadership, management and implementation of the Trinity Residential Student Services Programs being offered at Trinity College. This includes Student Wellbeing and Student Support as well as student discipline and Code of Conduct. The Deputy Dean plays a key part in the Residential College leadership team, in creating and offering a rich academic and pastoral services and programs for the students. The Deputy Dean will live onsite.

The Deputy Dean works closely with the Dean in leadership and management of the Residential College and acts as Dean in the Dean's absence. The Deputy Dean resides on campus and plays an active role in achieving a harmonious and positive community, good order and security amongst the resident students including after hours.

The Deputy Dean will 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 and complex residential community.

SELECTION CRITERIA

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 senior leadership and management experience, including sound critical judgement, influence, negotiation and decision-making skills, 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. Creativity and initiative in the development of Student Services programs.



8. The ability to contribute significantly and positively to team, in addition to working autonomously and taking responsibility.
9. High level interpersonal and communication skills (written and oral) within a culturally diverse education community.
10. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
11. A desire and the ability to contribute to the educational vision, values and strategies of Trinity College.
12. An understanding of Equal Opportunity, and commitment to equity and cultural diversity.
13. An understanding of and commitment to compliance with Occupational Health and Safety requirements.

KEY RESPONSIBILITIES

1. Deputise for the Dean in their absence.
2. With the Dean, ensure Trinity College's strategic purpose and values of respect, excellence, diversity, and community is realised at all levels of the Residential College.
3. Manage the non-academic student life for the Residential community – events, orientation week, sports and arts programs, wellbeing and health, student leadership, clubs and societies, the student bar, and all other social programs and activities.
4. Manage the College's approach to the development of complex policy and practice in building a respectful community within the Student Services portfolio.
5. Manage and enhance the leadership and education programs, wellbeing and health services, for the student community of the Residential College.
6. Responsible for the management of student behaviour relating to the Code of Conduct and Sexual Misconduct Policy, including preventative measures that aim to reduce the incidence of harmful student behaviour.
7. Engage and work collaboratively with the student leadership team such as the Trinity College Associated Clubs, Student Co-ordinators and overall student body to foster positive leadership within the community.
8. Oversight of all student events, including management of wellbeing, legal and reputational risk, working closely with student leaders and other College stakeholders.
9. Drive student engagement in the extra curricula offerings of the College.
10. Develop initiatives to promote diversity and inclusiveness which are valued and promoted within the residential community. Work closely with student leaders to promote inclusivity and diversity within student programs.
11. Ensure the College delivers a high-quality sport, arts (e.g. musical, student play, publications) and social program for students.
12. Management of accountabilities and deliverables within prescribed budget parameters.
13. Assist with the recruitment and selection of highly talented students from diverse backgrounds and disciplines into the Residential College programs.
14. Develop relationships with key internal and external stakeholders including within the three educational divisions across the College to develop a sense of a single community.

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.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.



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, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- Comply with any direction given by management for the intent of health and safety
- Report all accidents and incidents that occur in the workplace immediately
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required

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 talented students from across Australia and around the world. These programs include:



TRINITY COLLEGE

THE UNIVERSITY OF MELBOURNE

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international 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.

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, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing Communications and Events, Human Resources, Information Technology, Property and Facilities Services and Finance. 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