The Role

The Dean of Residents: Student Life & Academics (Dean) is a live-in staff member charged with contributing to the direction of the College and decision-making in line with the College’s policies. The Dean collaborates closely with the Deputy Head of College and the Head of College & CEO in providing programs and services that enrich the residential life of John XXIII College.

The Dean’s job responsibilities, while primarily to support the vision of the College, also include the coordination of the student leaders, individual relationship building with staff and residents, planning and organisation of programs and services designed to enhance the educational experience and quality of student life at John XXIII College, advising, and other tasks as required.

The Academic Support Program will require the Dean to implement and maintain the development of an active and academically focused learning community that motivates students to devote time to educationally purposeful activities. The Living-Learning Community will require the Dean to assist in the supervision and development of a living-learning community that motivates students to devote time to beneficial activities. By emphasising, creating and participating in the development of a strong community and student involvement.

John XXIII College Background

John XXIII College, established in 1967, is a Catholic residential College of the Australian National University (ANU). Affiliated by statute with the ANU, John XXIII College is one of only two independent colleges on the ANU campus, along with nine university halls owned and operated by the ANU and three privately owned, self-catered student residences.

John XXIII College is home to over 315 students, the majority of whom are undergraduate students who make up a college community rich with tradition, with a strong sense of connection and with a campus reputation for sport and social prowess.

In its promotions, the College notes that it attracts students who are seeking a ‘collegiate’ or ‘all around’ university experience. The College offers students fully catered accommodation; a community oriented residential experience based on Catholic values in general and the Dominican charism in particular. Academic support and pastoral care are a central focus at the College, which is located with easy access to the University’s teaching and research areas, and is close to other student residences. The College is also equipped to provide a residential experience that cultivates and develops all-around students who are well equipped to launch their adult lives and careers.

John XXIII College Vision

John XXIII College is a Catholic Collegiate community in the Dominican tradition, inspired by the values of intellectual excellence, community life, mission inspired living and personal spirituality. John XXIII College student will be inspired to be reflective learners and compassionate leaders, able to think globally and equipped to contribute to the wider society and the world.

In seeking to achieve its vision, John XXIII College strives to be:

- A Community Of Learning
- A Community of Care
- A Community of Service
- A Community of Faith, Hope and Love

John XXIII College Mission

The Mission of John XXIII College, a College affiliated with the ANU, is to give its Residents an opportunity experience personal growth in a supportive academic environment in which they can flourish in their pursuit of learning. Through academic, cultural, social and sporting opportunities each student will be empowered to make wise life choices so that they can achieve their full potential.
This mission is supported by providing:

- A dynamic College experience: living and learning in a safe, high-quality environment focused on academic excellence.
- Opportunities for personal growth via a range of academic, cultural, social and sporting activities.
- A caring community in the Catholic faith tradition.
- Resources for activities that encourage spiritual, faith-based and service focused growth.
- A student centred environment in which to live while studying at the ANU.

**Statement of Duties:**

The Dean of Residents: Student Life & Academics will undertake the following tasks:

- Interpret and implement strategies and programs to achieve the year’s vision, the mission and the John XXIII 2016-2020 strategic plan;
- Actively engage with Residents to build the College ethos and sustain a spirit of community;
- Follow-up of Resident concerns, incidents, accidents, wellbeing and pastoral care as required;
- Actively support and promote participation in University programs, services and the Canberra community;
- Mentor and support the Senior Residents (SRs) and the Academic Advisors (AAs) in planning and developing events and programs to meet the diverse needs of the college population;
- Proactively intervene in and follow up any community disturbances both during and after hours;
- Report any maintenance, safety or security issues requiring attention;
- Coordinate of the Academic Support Program;
- Consult with the College Staff to enable forward planning and monitoring of issues that may arise;
- Make meaningful contributions to all meetings and take an active interest in the future direction of the College.

**A) Pastoral Care, Wellbeing and Behaviour Supervision**

- **Pastoral Care, Wellbeing Support and Conflict Resolution**
  1. Have a functioning role in dealing with pastoral, wellbeing and/or disciplinary issues with the SR Team, Deputy Head of College and/or Head of College;
  2. Report concerns to the Deputy Head of College and/or Head of College;
  3. Develop an atmosphere in which Residents have concern and respect for the rights of others.

- **Policy Enforcement**
  1. Understand and uphold all John XXII College policies and procedures;
  2. Understand and uphold all Australian National University rules and policies as relevant to an affiliated College;
  3. Maintain consistency and fairness when dealing with all Residents;
  4. Follow up on incident reports in a timely manner;
  5. Sit in on behaviour intervention meetings as requested by the Deputy Head of College;
  6. Impose and document fines as per the College Policies.

- **Crisis and Emergency Response**
  1. Understand all crisis and emergency protocols;
  2. Respond to crises as they occur within the College;
  3. Refer situations to the appropriate supervisor/s immediately;
  4. Follow up with residents regarding any crisis situations as requested.

- **On Call Roster**
  1. Participate in an on-call roster to provide support to Senior Residents;
  2. Remain within 15 minutes of the John XXIII College site while on call;
  3. Respond to calls and report, and follow up in accordance with John XXIII College policies;
  4. Maintain a relationship with the Night Porter and assist in walking through the building during curfew, major College events and other peak times.

**B) Training, Supervision and Development**

- Assist with the selection, direction and co-supervision of the John XXIII College Senior Residents (SRs) and Academic Advisers (AAs) and other student leadership position holders as required;
- Assist in the provision of training and workshops for student leaders;
- Assist in the delivery of induction programs for new residents;
- Conduct regular meetings with SRs and AAs;
- In conjunction with the Deputy Head of College, conduct routine performance evaluations of SRs and AAs, including ongoing informal feedback and recognition of achievements;
• Guide the SRs and AAs in progress towards targeted goals;
• Support and recognise group and individual achievements.

C) Active Engagement with Residents
• Promote and sustain student leadership by maintaining positive relationships with residents, paying special attention to new community members;
• Present a strong and visible commitment to resident success; academic, social, cultural and sporting through consistent attendance at and participation in College events;
• Being available to residents, staff, alumni and guests as appropriate. Including evenings and some weekends;
• Develop and facilitate others to create opportunities for Residents to become engaged in the community at large.

D) College Development
• Actively seek ways to improve programs and services offered by the Pastoral Care Team and Academic Advisers Teams;
• Be available to give tours throughout the year and be present on and assist with Move In Day, Open Day and Move Out Day.

E) Administrative
• Submit a quarterly Board Report as requested;
• Review policies, duty statements, role descriptions, handbooks and other documents as required;
• Assume additional responsibilities as assigned by the Deputy Head of College.
• Attend and facilitate (when required) meetings, including but not limited to, Pastoral Care Team meetings, Academic Advisers Team meetings and College Council meetings;

F) Personal and Professional Development
• Attend all training and leadership opportunities, as required by the College;
• Participate in conferences, retreats and other opportunities as directed by the Deputy Head of College or Head of College;
• Seek out professional development opportunities to enhance one’s knowledge and passion in the field of residential leadership.

G) Student Life
• Implement and maintain an overall strategic direction for the SR General Education Program, developing them as per the needs of the current College community;
• Coordinate SR holiday planning in both the summer holiday break and the mid-semester break for further community development;
• Create and coordinate the Orientation Week Guide;
• Maintain a positive and influential relationship with the Residents’ Association;
• Continually update and maintain the Senior Resident Team notice board, the Education notice boards and general notice boards.

H) Academic
• Manage the 1st Year Academic Support Program, the Tutor Network and the Academic Exchange Program to promote Resident learning;
• Be knowledgeable of learning resources at the Australian National University and refer Residents to the appropriate area;
• Work with ANU Academic Staff, the Senior Common Room and Alumni to develop on-site learning experiences;
• Promote study group formation and study facilities throughout the college;
• Assist in Academic Intervention when requested.

Other duties as directed by the Head of College, Deputy Head of College, Business Manager or Operations Manager, consistent with this level, purpose and function of the position, including notable attendance at certain after-hours events that occur throughout the year.

Qualifications
• Degree with subsequent relevant experience; or
• 2+ year’s extensive experience in a Higher Education Industry and/or Residential Accommodation role (this includes living within a Residential College).
Requirements

- Current ACT Working With Vulnerable People Permit (Obtain/apply prior to commencing appointment of position);
- Successful Police Clearance (At applicants expense but need not obtain until after appointment of position);
- Current Senior First Aid Certificate;
- Current Mental Health First Aid Certificate.

Note: Should the results of the security (criminal) check or ACT Working with Vulnerable People Permit is unsatisfactory to the College, the terms of this appointment may be withdrawn in whole or in part. If the College becomes aware that the applicant failed to make a complete disclosure, the College may terminate this appointment on the grounds of misleading and deceptive behaviour.

Compulsory Training (If Not Yet Obtained)

- Fire Warden Training;
- Sexual Harassment Training;
- Applied Suicide Intervention Skills Training.

Specific Skills and Experience

Essential

- Commitment to teamwork, College ethos and the Mission of the College;
- Advanced computer skills including MS Outlook and Office (Word, Excel & Publisher);
- Enthusiastic, energetic, highly motivated approach to work (in a team or independently);
- Excellent, positive and professional communication skills (verbal & written), including a demonstrated ability to speak in public and to give instruction to groups of people;
- Ability to establish and maintain cooperative working relationships, while working with a diverse range of individuals and groups, particularly with reference to coordinating and guiding Pastoral Care and other teams of student leaders;
- Demonstrated ability to exercise judgment and leadership, including an ability to identify student needs, behaviours and problems and assist, call for support, or refer as appropriate;
- Ability to take initiative and motivate others to fulfil goals;
- Willingness or proven commitment to participate in the broader cultural, pastoral, and social life of the College and contribute to the collegiate and academic ethos of John XXIII College;
- Experience in a Residential College or similar institution;
- Familiarity with the University and student environment;
- Good organisational skills with the capacity to prioritise tasks and manage time effectively in order to meet timely deadlines;
- Interest in a work environment related to 17-21 year olds (average age);
- Understanding of WH&S issues.

Desirable

- Member of the Catholic Church or supportive of the ethos of the Catholic Church;
- Current driver’s licence.

Reporting Relationship

- The Dean of Residents: Student Life & Academics is appointed by the Head of College and reports to the Deputy Head of College.

Conditions

- An initial 12 Month Fixed Term (2017) Contract;
- Full Time Position;
- Reside on Campus in a flat (reduced rental rate) provided by and located at John XXIII College (John XXIII College to pay FBT expense);
- Higher Education Industry – General Staff Award – 2010;
- Salary Above Award Rates plus superannuation contributions of 9.5% (subject to change according to legislation);
- Free cooked meals (when dining room is open) being a presence at meal times (John XXIII College to pay FBT expense);
- Five weeks annual holidays (including the period Christmas – New Year when the College is closed);
• On-site Parking – The College Staff car parks available for an annual fee that is paid by the College. Alternative spots available in ANU General Staff car Parks;
• Although generally work hours are 9:00am to 5:00pm, Monday/Wednesday/Friday and 2:30pm to 10:30pm Tuesday/Thursday, the Dean of Residents: Student Live & Academics will be required to work outside these office hours including duty as on call emergency contact one week/weekend in two;
• Professional development opportunities will be provided at the discretion of the Head of College. These may include attendance at conferences, seminars or workshops.

Note: Permission is required by the Head of College, or his delegate, to obtain a part time job outside of John XXIII College.

I have read, fully understand and accept the terms and conditions of the Dean of Residents: Student Life & Academics Job Description.

___________________________________________________________
Signature

___________________________________________________________
Name (Print)

___________________________________________________________
Date
Please address the following selection criteria with a maximum of 5 pages, giving clear examples where possible. Responses to these questions may be asked during the interview.

1. Leadership is essential in this role. Provide examples of when you have experienced leadership in a community and within a team and the positive outcomes.

2. What level of experience have you had with working with young adults in a residential or educational environment?

3. What is your understanding of mental health and welfare needs of young adults? Provide examples of experience in dealing with these needs.

4. Demonstrate, by examples, your ability to think creatively and independently to find thoughtful solutions to workplace problems including through empowering other stakeholders. Provide the processes involved in these solutions.

5. Examples of your ability to work within the values and Mission of the College.

6. John XXIII College provides an extensive academic program for first year residents. Explain why you feel this program would be beneficial and how the Dean of Residents: Student Life & Academics could best support it including possible methods of implementation.