

Student Residence Supervisor

STATEMENT OF DUTIES

OCTOBER 2022

Number	Generic
Portfolio	Schools and Early Years
Branch	School Improvement
Section/Unit/School	Schools (Southern Region)
Supervisor	Student Residence Manager
Award/Agreement	Facility Attendants (Tasmanian State Service Award)
Classification	Level 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time, up to 80 hours per fortnight, 40 weeks per year including 4 weeks annual leave to be taken during school holidays.
Location	South (Jane Franklin, TasTAFE and Hobart College Units)

Primary Purpose

Provide effective and efficient supervision, student support and operation of Student Residences at Jane Franklin Hall, TasTAFE and Hobart College Units.

Level of Responsibility/Direction and Supervision

Exercises sound judgement in deciding how tasks are performed, receives general direction and supervision from the Student Residence Manager. Work is undertaken within established procedures, guidelines and policy.

Responsible to the Student Residence Manager for the effective and efficient operation of the Residence Required to contribute at a high level to the ongoing improvement of residence operations, student support and effectiveness of services.

The occupant is responsible for collaboration with internal, external stakeholders, including students, parents, and key service providers (including TasTAFE, Housing Tasmania and Jane Franklin Hall).

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Supervise and provide a safe residential environment for students within the designated accommodation and ensure safety, health and welfare requirements of the students are met, particularly in relation to adherence to the student residence Handbook, WH&S, Emergency Management and other DECYP policy and procedures.
2. Ensure the effective operation of the student residence, including coordinating the maintenance of the facilities, ensuring that units are in a safe and hygienic manner and implementing security protocols of residential buildings, and providing regular day time supervision to student residents or overnight supervision as required.
3. Assist the Student Residential Manager by providing financial data for the preparation of reports and budgets, together with accurate receipting and reconciliation of monies and maintenance of financial systems on a day-to-day basis.
4. Communicate with college staff, other residential staff, students and parents/guardians in relation to sickness, leave, student whereabouts and adherence to curfew times of resident students, and work with the Student Resident Manager and School Support and Wellbeing Team to provide support to students as required.
5. Ensure that all necessary DECYP policies and procedures are applied at all times to ensure the safety and wellbeing of staff and residents and ensuring that the Child Safe Principals are implemented and adhered to in relation to the day-to-day practice of the Student Residence.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge, skills and experience in the effective and safe operations of a Student Residence, Hostel or similar establishment.
2. Sound written and oral communication skills, conflict resolution skills and demonstrated ability to liaise with residents (students), families, schools, contractors and other stakeholders.
3. Demonstrated ability to understand, implement and work within policies and guidelines.
4. Ability to initiate, organise and effectively use a variety of office computer systems and an understanding of administrative and financial practices.
5. Personal skills of adaptability, initiative, self-motivation and the ability to positively contribute to the work of a interagency team.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Workforce and Personnel Services
– 16/11

Request:

Date Duties and Selection Criteria Last Reviewed: 11/22 RLG
