Position Description

Dean (UNSW Colleges)

Position Summary

The Dean (UNSW Colleges) is accountable for the welfare of all residents within the College and for building a collegiate community.

The Deans of College are live-in positions and are responsible for the management of all aspects of residential life, including the administration of applications and enrolments, and provision of social and pastoral care programs for the residents. This role will also provide key support to the Head, UNSW Colleges in co-ordinating programs and training, oversight of the Student Fellows, alumni engagement and other administration.

The Dean (UNSW Colleges) reports into the Head, UNSW Colleges and has 2+ reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and oversee the establishment and introduction of social, pastoral and academic programs to mould a positive collegiate community culture.
- Supervise and encourage a vibrant and positive environment and residential life at the College through oversight of the House Committee, the elected resident leadership group.
- Provide effective leadership to residential staff of the College, supporting ongoing growth and development opportunities, providing feedback and reviews of performance.
- Coordinate resident applications and enrolments; liaise with UNSW Student Accommodation Office on placements and vacancies to ensure 100% occupancy.
- Set measurable targets and goals for the community e.g sustainability challenges and targets, health and safety promotions, volunteering drives; academic achievement targets.
- Proactively identify opportunities for change and development for the Colleges.
- Identify, assess, prioritise and control risks to the health and safety of all residents and residential staff.
- Facilitate the referral of residents to specialist services where required e.g academic or personal support services.
- Co-ordinate regular reporting from Resident Fellows e.g floor reports; residents of concern, academic mentoring progress reports.
- Oversee the online presence of all UNSW Colleges, ensuring information is updated and current for your cohort and that regular news and events is reported.
- Prepare communications for alumni e.g newsletters and communications showcasing resident and alumni success stories; UNSW updates and achievements etc and work in collaboration with relevant Accommodation office staff to promote life on campus in UNSW Accommodation.
- Be available during session unless on approved leave to provided oversight of:
  - House Committee meetings and O’Week activities.
  - Regular student activities (e.g dinners and floor nights).
  - Other College, alumni and UNSW events where required.
- Prepare Duty Roster of Resident Fellow team.
- Lead and/or support projects and initiatives across UNSW Accommodation including the Colleges, Halls, and Houses.
- Co-ordinate annual training weekend for residential staff on-boarding.
- Ensure that the physical asset is properly maintained and kept in good repair and collaborate with the Manager, Operations (Accommodation) and Head of Colleges to ensure the expected high-quality standard of Accommodation is maintained in accordance with Health & Safety requirements and legislation.
- Establish and maintain strong networks and working relationships with key PVCESE themes including Student Success, Student Life, Employability, Psychology & Wellness as well as UNSW Faculties, Schools, and Divisions drawing on staff expertise to provide continuity of student journey support to students of all abilities.
- Participate in and represent the Colleges in recruitment and promotional activities.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience
- A relevant tertiary qualification and substantial experience or an equivalent level of knowledge gained through any combination of education, training and experience.
- Demonstrated understanding and experience with tertiary students in a residential college setting and experience with relevant understanding of academic and pastoral care programs in a student residential setting or equivalent.
- A practical approach to residential life and the goals of residential living with a focus on safety, good order and student’s personal development.
- Demonstrated leadership ability in managing staff to develop and foster teamwork, and to ensure a client focused approach and the achievement of shared goals.
- Capacity to live on campus and be available at flexible times of day.
• **High-level problem-solving skills and ability to exercise initiative and operate with autonomy, maturity, confidence in interacting respectfully and discretely with students and staff.**

• **Proven ability to work both independently and collaboratively and to contribute positively and proactively to the team’s work. Demonstrated self-motivation, initiative and judgement and the ability to work well under pressure and manage multiple tasks with competing deadlines.**

• **Strong service orientation and client focussed together with excellent interpersonal and communication skills and the ability to build and maintain positive relationships with students and staff and internal and external stakeholders and resolve conflict.**

• **Demonstrate high ethical standards, integrity, confidentiality, flexibility, reliability and commitment in all aspects of work.**

• **A demonstrated affinity with students and young adults, together with knowledge and understanding of the pressures affecting such students will be highly regarded.**

• **Demonstrated capacity for effective project and resource management and experience in participating in and contributing to relevant projects and initiatives.**

• **An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.**

• **Ability and capacity to implement health and safety responsibilities in your area of responsibility and a commitment to attending relevant health and safety training.**

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.