



POSITION DESCRIPTION

Residential Principal

May 2023

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	Academic Division
School / Section	Accommodation, Sport and Recreation
Location	Hobart
Classification	<u>HEO Level 10</u>
Reports to	Director Campus Living, Sport and Recreation
Direct reports	None

The Opportunity

The University's Student Living Communities are a network of distinctive residential communities supporting a diverse cohort of undergraduate and postgraduate students from regional Tasmania, mainland Australia and overseas who are enrolled at the University in Hobart, Sandy Bay, Launceston or Burnie.

We are seeking to appoint a Residential Principal to develop our new residential college based at 42 Melville Street in the CBD Hobart and provide leadership and oversight to Deans of Students and staff responsible for delivering the collegiate experience in our University College living precincts.

The Residential Principal has a critical role and requires outstanding leadership and people centred attributes, and highly developed organisational skills, underpinned by in-depth knowledge of collegiate style student living environments. With student and staff safety and wellbeing the highest priority, the Residential Principal will play the lead role in developing and nurturing a community and culture of inclusivity and support enabling College residents and staff to live and work in a vibrant, safe, and caring environment.

Reporting to the Director of Campus Living, Sport and Recreation, the Residential Principal will lead a team of college deans of students, student living support officers, and other support staff in developing and establishing the UTAS Collegiate model of student living informed by deep consultation and input of student leaders and residents. The first iteration of this model will be piloted in 2023, with the aim of full implementation of the model in 2024.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generate powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

- Provide inspiring leadership for the College, creating an environment which is an exemplar of collegiate living. This includes oversight of the planning, implementation and evaluation of an exceptional student residential experience creating connection and sense of belonging from the moment of arrival, scheduling a purposeful program of engagement within college to foster sense of community throughout the academic year and support residential engagement, wellbeing, and academic success, and maintaining connections to residents and Alumni on departure as valued members of the college community.
- In collaboration with the Student Living Leadership Team, inspire and motivate staff to deliver an exceptional experience for students underpinned by the university community experience framework, develop and broaden staff capabilities and maintain a high performing, safe and supportive culture for individuals and teams across UTAS colleges
- Provide guidance and mentoring to promote positive engagement with student committees, student leaders and residents underpinned by a commitment to students as partners ethos that will build the foundations of a culture of safety, wellbeing, and personal growth within the College community, and extending to broader interactions and progression in the University.
- Create an environment of clear and effective messaging and communication between staff, residents, alumni, and broader stakeholders that supports shared commitment to the vision, and values aligned to the collegiate model and broader university.
- Responsible for ensuring protocol, procedures and practices related to supporting, monitoring, and responding to student wellbeing, safety and emergency procedures, and response to critical incidents are adhered to at all times, and monitored for continuous improvement and informed by evidence.
- Responsible for the oversight of induction, training and educative programs for residents, student leaders and staff, to maintain a high level of capability, awareness and appropriate responses to inclusivity and respectful behaviours, safety, wellbeing, and emergency responses.
- Responsible for being the key leader and ambassador of the College and ensuring key internal and external stakeholders such as university academic and professional staff, Alumni and resident's families have opportunities to be actively engaged and welcomed into the College community.

Key Result Areas

- Successful implementation of the collegiate-inspired model across the state.
- Increased student satisfaction, retention and success.
- Successful mentoring of Deans and Support Officers.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Rapport Building: Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- Resilience: Able to stay calm under pressure and tolerate stress. Adept at calming others and resolving conflict in stressful situations.
- Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals' unique perspectives.
- Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.

Core Capabilities

- Student Focus: Able to bring the student experience lens to all work activities, contributing to outcomes that evoke student curiosity, interest and passion for disciplinary knowledge and skills.
- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Fostering Belonging: Fosters a sense of belonging and wellbeing, enables others to feel good and function to their fullest ability and role models respectful, inclusive and professional behaviours.
- Community Engagement: Role models a genuine commitment to our mission and plays an active role contributing toward sustainable social, economic and cultural progress for the Tasmanian society we serve.

Role Specific Skills, Knowledge and Experience

- A degree level qualification and experience in a human services or education related organisation; or an equivalent qualification and extensive experience.
- Excellent cultural competency and experience working with culturally diverse communities.
- Demonstrated capacity to take a people-centred and safety-first response to complex and critical incidents in accordance with WHS legislation and University Policies and Procedures.
- Competent computing skills, with experience in the use of Word, Excel, and information management systems.
- Excellent interpersonal skills, including strong people-centred communication skills, capacity to coordinate and present to large groups, provide role-modelling to residents, possession of negotiation and conflict resolution skills and the ability to interact effectively with people from diverse backgrounds.

Qualifications and Licences

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

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

The role requires the ability and willingness to work rostered shifts within a span of hours ranging from 8.30am to 11pm, 7 days a week.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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CRICOS Provider Code 00586B/OOM0610043

The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position