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| has | Position Description |

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| **College/Division:** | Division of Student Life |
| **Faculty/School/Centre:** | Student Life |
| **Department/Unit:** | Student Life |
| **Position Title:** | Deputy Head of Hall |
| **Classification:** | ANU 8 |
| **Position No:** |  |
| **Responsible to:** | Registrar Student Life |

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| **PURPOSE STATEMENT:**  The Deputy Head of Hall is part of the senior management team within the Division of Student Life. Halls of Residence play an important role in enabling residential students to experience a high quality and enriched educational, cultural and social experience. The primary role of a Hall of Residence is to provide a community environment that supports the emotional, physical, and academic development and enrichment of students in the halls of residence. Halls are therefore managed by senior professional staff whose key purpose is to ensure the pastoral care of residents and to support and enhance their academic development while realising the strategic goals of the University and Division of Student Life.  The Head of Hall has responsibility for halls within their designated portfolio (75% FTE). Reporting to the Head of Hall the Deputy Head of Hall is responsible for all of the students residing in the residence within their area. Responsibilities include; academic development and enrichment, student welfare & pastoral care, staff management and leadership and general resident support. The Deputy Head of Hall shares after hours on-call responsibilities with the Head of Hall.  The Deputy Head of Hall will also assist with the responsibility of a specialist portfolio function within student life (25% FTE). These portfolio functional responsibilities will include one or more of the following; Virtual Halls & Learning Communities, Orientation, Graduate Programs and Support, Student Leadership and Volunteering, Senior Resident & Academic Support Programs, Mental Health & Wellbeing, Inter-hall Sports and Arts.  KEY ACCOUNTABILITY AREAS:  Position Dimension & Relationships:  Reporting directly to the Head of Hall the Deputy Head of Hall has line management responsibility for approximately 2 pastoral care staff. The Deputy Head is responsible for the co-ordination of the Residence as a community, with particular emphasis on academic and student development. The Deputy Head will also be responsible for assisting with a specialist portfolio function that will span the Student Life portfolio. This will involve working closely with the Deputy Director, Student Experience and Deputy Director Access, Inclusion and Wellbeing to deliver strategic projects that will enhance both the residential and non-residential student experience. The role has significant impact on institutional priorities and requires effective working relationships with key Divisional and Academic College staff.  Role Statement:  Under the broad direction of the Head of Residence the Deputy Head of Residence will:   1. Responsible for recruitment, training, and development of a highly successful, cohesive student leadership team focussed on the delivery of a vibrant, engaging, positive and supportive residential experience and culture. 2. Manage the team of Community Co-ordinators and Senior Residents and develop short, medium and long-term goals for the area, and teams including clearly-defined responsibilities and expectations for all staff that link with the objectives of the Division of Student Life and the University. 3. Responsible for development and implementation of academic, pastoral, and wellbeing programmes, where appropriate in conjunction with other Deputy Heads of Hall and other stakeholders, designed to enhance the academic success of residential students and ensure their wellbeing. 4. Provide information, support, advice and referral to students regarding a range of financial, educational, welfare, wellbeing, and grievance and conduct matters. This includes complex mental health issues, crisis and critical incident management and follow up as required**.** 5. Develop, implement and review initiatives in conjunction with the other Deputy Heads of Hall and manage the statistical monitoring and analysis of relevant feedback data and ensure that evaluation strategies are in place to measure and report on the effectiveness of strategies and programs for the assigned areas of responsibility. This includes the monitoring of personal and academic success of residents and supportive follow up as required 6. Effectively manage and monitor the operational plan, project schedule and budget allocation for area within delegated authority 7. Deliver projects in the assigned area(s) of portfolio functional responsibly. 8. Provide strategic advice to the Head of Hall on the residential and broader student experience and contribute to strategic university matters when requested. 9. Foster strong relationships with stakeholders to support the student experience including other key stakeholders within the Division of Student Life and staff from the Academic Colleges, other Service Divisions, other institutions and students and actively represent and support the Division in formal committees, meetings, working parties, conferences and other forums 10. Incorporate EEO principles into strategic planning and management of the areas, and accept devolved responsibility for the achievement of equity and diversity strategies. 11. Ensure staff understand and implement WH&S strategies in the workplace. 12. Other duties as determined by the Head of Hall. | | | |
| **SELECTION CRITERIA:**   1. Extensive experience or an equivalent combination of experience and education/training in a similar pastoral care role. A postgraduate qualification in education or a related discipline will be highly regarded although not essential. Previous experience in a student residence will be highly regarded. 2. Demonstrated leadership skills in policy and procedure development and implementation. 3. Demonstrated leadership skills in building, leading, motivating and developing team members in a changing environment to deliver consistent, high quality services/projects to internal and external stakeholders. 4. Demonstrated understanding of the higher education sector including a sound knowledge of the student experience and of the current initiatives and challenges within the sector in relation to the residential experience including evidence of leadership in the development and implementation of high quality educational and academic programs that enhance and develop students within the residential environment. 5. Highly developed research, written and verbal communication skills with proven ability to inform, negotiate and influence on complex matters and the ability to cultivate and maintain strong working partnerships with a diverse range of stakeholders within, and outside of the University. 6. Proven ability to display initiative and sound judgement, prioritise workload and meet deadlines in a multi-faceted work environment. 7. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context. | | | |
| **Supervisor Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |
| **References:** | | | | |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) | | | | |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) | | | | |