



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	Deputy Vice-Chancellor (Academic) portfolio
<b>Faculty/School/Centre:</b>	Pro Vice-Chancellor (University Experience) portfolio
<b>Department/Unit:</b>	Residential Experience
<b>Position Title:</b>	Director, Residential Experience
<b>Classification:</b>	Senior Manager 5
<b>Position No:</b>	
<b>Responsible to:</b>	Pro Vice-Chancellor (University Experience)
<b>Number of positions that report to this role:</b>	11
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

The Director, Residential Experience provides leadership to 8 ANU residential halls, 6 affiliated residential halls and accommodation services for more than 5000 students ensuring academic and pastoral support that befits the status of the national university. The Director of Residential Experience facilitates and supports a culture of collegiality and engagement amongst our hall staff and students, across and beyond ANU and ensures our halls are inclusive, open and respectful and reflect the diversity of our nation and the globe. The Director supports a residential environment that enables staff and students to deliver the University's strategic goal of a culture of academic excellence. The Director provides effective leadership and management to the heads of the residential and non-residential halls, ensures excellence and consistency in the provision of pastoral and academic support for all residential students. The Director is a key member of the University Experience leadership team, provides high level strategic advice to the Deputy Vice Chancellor (Academic) and Pro-Vice Chancellor University Experience and closely collaborates with the leaders in the broader portfolio including the Registrar, Pro-Vice Chancellor Education and Master, University House.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

This senior position has responsibility for ensuring effective student transition and enrichment through the efficient management of ANU student accommodation and residential services and the non-residential hall.

Responsible to the Pro Vice-Chancellor (University Experience), the Director, Residential Experience has line management responsibility for approximately 16 staff and a budget of approximately \$2.8 million p.a. The position also has responsibility for student orientation and co-curricular enrichment within the ANU owned and operated residences and non-residential hall, and also close liaison with the affiliated residences.

This role requires close working relationships with the Executive of the University, senior academics and officers, peers at other institutions, and key Commonwealth authorities. The Director, Residential Experience will represent the portfolio on key ANU committees and will liaise with relevant external bodies including government departments and national and international organisations.

The Director, Residential Experience will be responsible for ensuring that effective and close working relationships are fostered and maintained across the residential halls with other areas of the University Experience portfolio and the wider University.

### Role Statement:

Under the broad direction of the Pro Vice-Chancellor University Experience, the Director, Residential Experience, takes responsibility for and directs the following activities:

1. Lead, develop and deliver effective strategy to meet University strategic targets and objectives for Accommodation Services and Residential and non-Residential Halls. Contribute to the development, implementation and systematic review of operational plans and systems initiatives which support the strategic objectives of the University.

2. As practice leader, plan, manage, organise, coordinate and progress the units, ensuring consistency where appropriate across residences and non-residential hall in provision of academic programs and pastoral and wellbeing programs.
3. Take responsibility for continuous improvement within Accommodation services and Residential and non-Residential Halls including service delivery and policy. Ensure implementation of best practice by regular monitoring including stakeholder consultation, benchmarking and reviews. Develop and implement new policies and practices including securing resources, continuous monitoring of progress and proactively managing risk.
4. Effectively develop and manage the operational plan, budget and resource requirements of the Accommodation Services and Residential and non-Residential Halls. Take responsibility for the critical incident response telephone and ensure all incidents are appropriately managed.
5. Provide high level strategic advice and management information to various internal stakeholders including the Pro Vice-Chancellor (University Experience), Deputy Vice-Chancellor (Academic) and the broader ANU Executive on the implications legislation and higher education sector and government initiatives that have implications for Accommodation Services and Residential and non-Residential Halls.
6. Develop and maintain effective working relationships with a broad range of internal stakeholders including: Senior Executive, Deans, Directors, relevant student bodies and others within the ANU community with a close interest in student services issues and participate in and contribute to relevant ANU committees, working parties and advisory groups.
7. Develop and maintain effective working relationships with relevant external stakeholders. Work with internal parties in the management of contracts for external vendors associated with the delivery of services for Accommodation services and Residential and non-Residential halls.
8. Implement human resource policies and best practice standards in the management and professional development of staff working in Accommodation Services and Residential Halls.
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
10. Other duties as required consistent with the level of this position.

You must hold a current drivers licence and be able to obtain a working with vulnerable people and children registration to be appointed to this role.

**SELECTION CRITERIA:**

1. Postgraduate qualifications and relevant extensive experience or an equivalent combination of relevant experience and education/training.
2. Extensive experience of operating at a strategic level, developing and implementing strategy and policy to deliver key organisational outcomes.
3. Significant operational experience within a large, complex organisation including managing and controlling staff and budgets/resources/funding and an understanding of HR and financial management procedures.
4. Commitment and demonstrated ability to work collaboratively and collegially to deliver strategic outcomes and to influence and lead others in inclusive, open, and respectful interpersonal interactions in a working environment. Experience of developing and improving the capability of staff, mentoring and motivating them.
5. Experience and understanding of the delivery of high quality residential and accommodation services, and understanding of student support issues within the Australian tertiary education sector.
6. The ability to communicate a clear vision and purpose to staff and other stakeholders with highly developed interpersonal, oral and written communication skills and the ability to communicate effectively with diverse groups including academic and professional staff, students, and representatives of external organisations.
7. Proven track record of successfully supporting and where appropriate, leading change management projects.
8. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:	Grady Venville	<b>Uni ID:</b>	U1055108

**References:**

General Staff Classification Descriptors

Academic Minimum Standards



Australian  
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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp)  
Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

Supervisor's Signature:		Print Name:		Date:	
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