

|  |
| --- |
| **Position Description** |

|  |  |
| --- | --- |
| **Senior Conduct Coordinator** | |
|  |  |
| **Position No:** | NEW |
| **Organisation Unit:** | Accommodation Services |
| **Faculty:** | Student Services and Administration |
| **Campus/Location:**  **Classification:** | Melbourne (Bundoora)  Higher Education Officer Level 8 (HEO8) |
| **Employment Type:** | Fixed term, 12 mths. |
| **Position Supervisor**  **Number:**  **Reports positions:**  **level:** | Senior Manager, Residential Education  50032050  None |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

Contact name Carolyn Ballagh, [C.ballagh@latrobe.edu.au](mailto:C.ballagh@latrobe.edu.au)

|  |
| --- |
| **Position Description** |

**Senior Conduct Coordinator**

**Position Context/Purpose**

Residential Education is dedicated to supporting all aspects of student learning and development. Through a range of programs which focus on academic preparedness and achievement, social engagement, personal responsibility, and health and wellbeing, we strive to provide students with a safe, welcoming and stimulating environment where they can make new friends, engage in new experiences, and cultivate beneficial life skills.

Accommodation Services operates in a manner that supports the La Trobe values and achievement of identified business objectives.  In providing tailored and quality services, all teams within the division are expected to work collaboratively and provide cross functional team support at all times.

This is a pilot role to trial a new way of operating within Accommodation Services in the Residential Education and Pastoral care space. The position of Senior Conduct Coordinator supports the experiences of the residential community, responding to residential conduct matters and is responsible for the development and delivery of preventative educational and training workshops for residents. The role further provides project support to the Senior Manager, Residential Education in relation to compliance, initiatives and programs.

**Key Areas of Accountabilities**

* Support an environment of respect, inclusivity, collegiality and personal responsibility through role modeling, and educating others to expected residential community standards.
* Manage reports/allegations of unacceptable behavior by residents, including working collaboratively to support the investigation of matters as per the Rules of Residence and prepare briefings as required for General Misconduct.
* Regular liaison with Speak Up and Counselling Services to provide detailed information and referral where applicable on cases that may impact on the broader LTU community.
* Short term case management of student behavioural concerns, through liaison and support with internal and external stakeholders.
* Maintain compliance standards for StarRez case noting, with contributions to strategic actions through the creation of regular high level incident data reports and trend notifications for the Senior, Manager Residential Education.
* Development and delivery of relevant training and resources across all campuses for residents.
* Establish and maintain links with external agencies such as CASA, MFB and Victoria Police.
* Contribute to benchmarking of educational programs and services against Australian and international accommodation providers, adopting a continuous improvement approach towards duties and responsibilities.
* Keep documentation of learnings and feedback to support the evaluation of this new initiative.
* Work collaboratively with the team to support the delivery and review of residential programming initiatives.
* Other relevant duties as required.

**Key Selection Criteria**

**Essential**

* Completion of a relevant qualification, with a range of work experience or an equivalent alternate combination of relevant knowledge, training and/ experience.
* Demonstrated experience in dealing effectively and empathically with young adults, building strong social interaction with others of different socio-economic and cultural backgrounds, and be accepting of diversity and individual differences
* Demonstrated ability to maintain discipline and good order with extensive experience in assessment and case management of student behaviours.
* Applied knowledge of University Policies and Procedures with extensive experience in investigative processes.
* Experience in managing and prioritizing a caseload of students with complex behavioural needs.
* Experience in planning and progressing work activities within general guidelines, using initiative and judgement.
* Highly developed oral and written communication, interpersonal and influencing skills with an ability to respond calmly and appropriately in a critical incident or emergency situation
* Ability to analyse data and trends and provide high level reports to senior management.
* Applied computing skills, with experience in the use of Word, Excel, and information management systems.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.