



St Mark's College

Position Description

Dean

St Mark's College, Adelaide

The Role

The Dean, St Mark's College, is integral to the effective functioning and thriving of the College residential community. She or he is responsible for fostering a vibrant and engaged student body with a strong culture of inclusion and respect, nurturing student leadership skills, and overseeing student wellbeing, pastoral care, and discipline.

The Dean is also responsible for day-to-day student life and its associated operations, and for security and emergency procedures outside business hours.

As a member of the senior management team, the Dean works closely with the Head of College, Professor Don Markwell (to whom she or he reports), and the Director of Learning, Dr Rachel Buxton (who oversees the College's Academic Program), as well as with the Registrar, the Business Manager, the Property Manager, the Catering Manager, and the Chaplain. The Dean oversees and supports the Student Leadership Team, including two Assistant Deans.

The Dean will have a warm and approachable manner, outstanding communication and interpersonal skills, and significant experience in the pastoral care and wellbeing of young adults, together with the ability to set and maintain the College's behavioural standards and expectations.

This is a full-time role. The Dean is required to live onsite in accommodation provided by the College (a three-bedroom nineteenth-century cottage), to take meals regularly in the Dining Hall during term time, and to attend College functions in the evenings and at weekends. The Dean is usually the first point of contact in the event of an emergency outside business hours.

A degree of flexibility in terms of days and hours worked is available to take into account the responsibilities of the position.

The College

St Mark's College is a residential academic community for students of the University of Adelaide, the University of South Australia, and Flinders University.

Founded in 1925, St Mark's is the oldest of the residential colleges in Adelaide. With its combination of heritage-listed buildings and modern facilities set amid beautiful gardens, and with its own tennis courts, gym, music room, Chapel, and Academic Centre, it is a superb place in which to live and learn. It is conveniently located a short walk from the main University of Adelaide and University of South Australia campuses, and close to the cafes, restaurants and parklands of North Adelaide.

The College accommodates up to 245 students, many of whom are from rural and interstate backgrounds. Several of its key members of staff also live on site.

More information about St Mark's College can be found here: <https://www.stmarkscollege.com.au/>

Key Responsibilities

The Dean is the staff member responsible for overseeing the full range of student activities in College, working closely with the Director of Learning where these activities intersect with the College's Academic Program.

The key responsibilities are as follows:

Student residential life

- Work collaboratively with the College Club Committee (elected by the student body) and the Student Leadership Team (appointed by the College) to:
 - Encourage a respectful, inclusive, secure and supportive culture within the College as a residential academic community;
 - Ensure that all student events are consistent with College values, attending where required; and
 - Ensure regular communication to all stakeholders about student events;
- Ensure a suitable balance between academic, broader intellectual, cultural, sporting, community service and social activities with the College community through program design in liaison with the student leadership teams;
- Develop student leadership programs which enhance students' capacity for individual and collective responsibility, and support a culture of respect, inclusion, and safety;
- Manage the recruitment, selection, training, and ongoing mentoring and guidance of the Assistant Deans, Residential Advisors, and other members of the Student Leadership Team;
- Improve the student experience through the development of a range of programs, policies and initiatives;
- Oversee the allocation of student rooms for both new and returning students;
- Manage day-to-day student disciplinary matters, in consultation with the Head of College as appropriate;
- Oversee the College's Alcohol Policy, including ensuring the responsible service of alcohol, arranging necessary training, and fulfilling related functions.

Student wellbeing

- Manage the College's duty of care for students;
- Perform a pastoral and mentoring role for students to help create an environment where students can flourish in their studies, personal development, and wellbeing;
- Undertake, with the Director of Learning, individual Learning and Wellbeing Reviews with every student each semester;
- Help to design and lead programs aimed at promoting student wellbeing, including campaigns promoting student physical and mental health such as Sexual Health Week, Mental Health Awareness Week, R U OK? Day, etc;
- Work collaboratively with colleagues and student leaders as appropriate to ensure students with special circumstances or health issues are appropriately supported;

- Understand and respond to concerns of individual students, and refer students to appropriate services and agencies for medical and counselling support when required;
- Foster and encourage networks for the early detection of student wellbeing issues.

Security and emergency response

- Co-ordinate all residential emergency policies and procedures;
- Take responsibility for College security outside normal business hours, and coordinate the Duty Tutor program with the Assistant Deans;
- Take on role of Chief Fire Warden and maintain appropriate levels of training and oversight of Fire Wardens;
- In conjunction with the Property Manager, ensure residential aspects of College life such as maintenance, security, fire safety, grounds, and car parking are appropriately maintained.

Student recruitment, selection, retention, and scholarships

- Work collaboratively with the Registrar to support her work in student recruitment, marketing, and the admissions process;
- In conjunction with the Registrar, develop and maintain relationships with schools and careers counsellor networks, and initiate new contacts where appropriate;
- Have primary responsibility for interviewing applicants to the College, and for selection of students;
- Have primary responsibility for promoting a high rate of retention of students from one year to the next;
- Assist as necessary in administering the College's financial assistance programs.

Operational

- Manage, in partnership with the Director of Learning, the Academic and Wellbeing budget to ensure it is directed to achieving student outcomes and positive return;
- Contribute to building and maintaining a positive workplace culture by sharing knowledge and experience with colleagues;
- Identify and participate in training and development opportunities as part of continued professional development;
- Support the development and maintenance of, and compliance with, workplace health and safety policies and guidelines;
- Provide detailed written reports to the Head of College and Board as required, and perform any other duties as may be determined by the Head of College from time to time.

Selection Criteria

The successful candidate will have:

- A strong academic background, preferably with postgraduate qualifications;
- A strong commitment to the vision and values of St Mark's College, including:
 - commitment to the academic progress, personal growth, and wellbeing of university students; and
 - commitment to a culture of respect, inclusion, and dignity for all.

- A warm and approachable manner, with an understanding of and empathy with young adults, and ideally with direct experience in roles related to student wellbeing;
- Outstanding communication and interpersonal skills, including the ability to liaise, negotiate, advocate, and resolve conflicts;
- Excellent judgment and diplomacy, including the ability to take a firm line tempered by compassion and a sense of fairness;
- An open and consultative attitude in developing and maintaining relationships, and in advancing initiatives and options for action that would benefit the College;
- Proven administrative and organisational efficiency and effectiveness, including the ability to plan, work to deadlines, and manage workload;
- A confident, engaged, and flexible approach to the resolution of practical and individual issues; and
- A desire to be fully engaged in all aspects of College life, including attendance at out-of-hours events and student activities.

The position may suit an academic who wishes to re-focus their career to provide leadership, support, operational oversight, and all-round service to a residential community; however applicants from all suitable backgrounds will be considered, provided they can demonstrate both an understanding of academic and residential college life, and the relevance of their prior experience and skills to the post.

Terms and Conditions

The post is to be filled with effect from 12 October 2020 (to permit a period of overlap with the current Dean, Professor Peter Tregear OAM, who has been appointed as the inaugural Director of Little Hall at the University of Melbourne), or as soon as possible thereafter. This is a five-year appointment, with an initial probationary period of one full semester.

The remuneration package comprises:

- An attractive salary, depending on qualifications and experience;
- Onsite accommodation (a three-bedroom nineteenth-century cottage) plus payment of utilities and free on-site secure parking;
- Free meals for themselves and a partner/family (if any) in the Dining Hall when the College kitchens are open – the Dean will be expected to dine in the Dining Hall on average 2–3 nights per week during term time;
- Superannuation paid at the legislated rate (currently 9.5%).

This is a full-time position. No other appointments, paid or unpaid, may be undertaken without the approval of the College. There are five weeks of paid leave per annum, to be taken in agreement with the Head of College, in addition to the usual public holidays. Holidays must be taken outside the academic term and other periods when the Dean's presence is essential

Application process

Candidates should send (i) a curriculum vitae, (ii) a letter of application explaining (with reference to the selection criteria) how their previous experience, qualifications and skills fit them for this position,

and (iii) the names and contact details of three referees. References will only be taken up for candidates short-listed for interview.

Applications should be sent to Ms Carol Atkinson at stmarks@stmarkscollege.com.au, to arrive no later than midnight on **Thursday 30 July 2020**.

In addition to an interview, shortlisted candidates will have the opportunity to meet key College staff and members of the College Club Committee and Student Leadership Team, and have a tour of St Mark's.

For further information, please contact Ms Carol Atkinson at stmarks@stmarkscollege.com.au