



St Mark's College

## Position Description

Dean

St Mark's College, Adelaide

### The Role

The Dean of 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 discipline. The Dean is also responsible for overseeing the College Calendar of student-related events and activities, for the smooth running of day-to-day student life and its associated operations, and for security and emergency procedures outside business hours.

As a member of the College's senior management team, the Dean works closely with the Head of College, Professor Don Markwell, to whom she or he reports. The Dean is one of three senior staff who, between them, lead the three strands of the College's student-facing support – those other two being the Director of Wellbeing (who oversees provision of wellbeing support to students) and the Director of Learning (who oversees the College's Academic Program and career support). As well as having a close, collaborative working relationship with these colleagues, the Dean works in liaison with the Registrar, the Business Manager, the Property Manager, the Catering Manager, the Chaplain, the Front Office Manager, and other colleagues.

The Dean, along with the Director of Wellbeing and the Director of Learning, provides oversight of and support to the College's appointed and elected student leaders. In particular, the Dean works closely with the two Assistant Deans and the College Club Committee.

The Dean will have a warm and approachable manner, outstanding communication and interpersonal skills, excellent judgement and diplomacy, and a demonstrable commitment to the support and wellbeing of young adults, together with the ability to set and maintain the College's behavioural standards and expectations.

This is a substantial part-time or full-time role (0.8 – 1.0 FTE). The Dean is required to live onsite in self-contained accommodation provided by the College, to take meals regularly in the Dining Hall during term time, and to attend College functions in the evenings and at weekends. The Dean and the Director of Wellbeing between them share emergency on-call duties outside of business hours, usually on a one-week-on / one-week-off basis. 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 vibrant, values-based residential academic community for students of the University of Adelaide, the University of South Australia, and Flinders University.

Founded in 1925, and the oldest of the residential colleges in Adelaide, St Mark's has both a rich history and a forward-looking outlook. 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.

St Mark's aspires to offer its students the best university educational experience possible, grounded in the pursuit of academic excellence, collegiality, and service. As the College moves into its second century, it is developing a new, living strategy to meet the evolving needs of its community. This has led to the development of a new staffing structure which, as set out above, sees the Dean as one of three senior staff who between them lead the three strands of the College's student-facing support: Academic, Wellbeing, and Student Life.

This is an exciting time for the right candidate to join the St Mark's community, and to participate in an energising, supportive, and creative working environment, as we seek to develop a staff team of the highest calibre to contribute to an exceptional student learning experience. Our current Dean, Mr Stuart Meldrum, will be taking on the newly-created position of Director of Wellbeing, and we are in the process of recruiting a new Director of Learning as the current post-holder, Dr Rachel Buxton, moves into a mentoring and advisory role within the College.

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 College Calendar of events and activities run by, and for, the student community – working closely with the Director of Learning where these activities intersect with the College's Academic Program, and the Director of Wellbeing where they intersect with wellbeing and related activities and initiatives. The post-holder also has responsibility for key aspects of student residential life, including security and emergency procedures, adherence to College policies and procedures, and student training.

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 within the College community through program

design in liaison with the student leadership teams, and with the Head of College, Director of Wellbeing and Director of Learning;

- Further improve the student experience through the development of a range of programs, policies and initiatives, in collaboration with the Head of College, Director of Wellbeing and Director of Learning;
- Oversee, in collaboration with the Director of Wellbeing and Director of Learning, the training provision for all students, noting that the Dean has particular responsibility for Committee-related training on risk management, student safety, and ensuring compliance with College policies and external legislative requirements;
- Oversee the allocation of student rooms for both new and returning students;
- Manage 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 Leadership oversight and support**

- Develop student leadership programs which enhance students' capacity for individual and collective responsibility, and support a culture of respect, inclusion, and safety;
- Oversee the recruitment and selection process of the Student Leadership Team, in close collaboration with the Director of Learning and Director of Wellbeing;
- Provide training for, and ongoing mentoring and guidance of, the College's appointed and elected student leaders. Different student leaders report to different senior staff: members of the Academic Team to the Director of Learning; members of the Wellbeing Team (Residential Advisors, Wardens, and the Indigenous Student Advisor) to the Director of Wellbeing; and the two Assistant Deans report jointly to the Dean and the Director of Wellbeing. The Dean also works closely with the College Club Committee and Charitable Foundation, providing oversight of and support for College events, activities, and initiatives.

### **Security and emergency response**

- Manage the College's duty of care for all students, in collaboration with the Director of Wellbeing and under the oversight of the Head of College;
- 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 the 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;
- Share, with the Director of Wellbeing, emergency on-call duties outside of business hours, usually on a one-week-on / one-week-off basis.

### **Student recruitment, selection, retention, and scholarships**

- Work collaboratively with the Registrar to support her work in student recruitment, marketing, and the admissions process;

- Have responsibility, with the Director of Learning and the Director of Wellbeing, 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 Wellbeing and the Director of Learning, the Academic, Wellbeing, and Training 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 safety, 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;
- An ability to garner the respect of students, and to engage effectively with them, combined with an understanding of and concern for their unique challenges;
- 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, alongside an appreciation of the need for maintenance of and compliance with College policies and procedures; 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 5 January 2022 or as soon as possible thereafter. This is a five-year appointment, with an initial probationary period of one full semester.

This is a substantial part-time or full-time role (0.8 – 1.0 FTE). The Dean is required to live onsite in self-contained accommodation provided by the College, 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 a member of the Senior Common Room and participates in SCR functions and events, including welcoming visiting academics, professionals and other guests.

The Dean and the Director of Wellbeing between them share emergency on-call duties outside of business hours, usually on a one-week-on / one-week-off basis. The on-call requirement involves being accessible by mobile phone, and available to return to the site within 15 minutes, in the case of a student welfare or medical emergency.

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

## **Remuneration and other terms**

The remuneration package comprises:

- An attractive salary, depending on qualifications and experience;
- Onsite accommodation in a self-contained flat or equivalent, plus payment of utilities and free on-site secure parking;
- Free meals for themselves and a partner/family 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 10.0%).

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 (including examination period) 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](mailto:stmarks@stmarkscollege.com.au), to arrive no later than midnight on **Monday 18 October 2021**.

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](mailto:stmarks@stmarkscollege.com.au).