



Position Description

Director of Wellbeing St Mark's College, Adelaide

The Role

The Director of Wellbeing at St Mark's College is integral to the effective functioning and thriving of the College residential community. She or he is responsible for supporting students to develop their knowledge and understanding of wellbeing and how it is central to thriving whilst at university, college and across all aspects of life. The Director of Wellbeing is also responsible for nurturing student leadership skills, and ensuring that personal growth is a key focus for all students.

As a member of the College's senior management team, the Director of Wellbeing works closely with the Head of College, Professor Don Markwell, to whom she or he reports. The Director of Wellbeing 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 Dean (Professor Jonathon Allen, who oversees the College's student-related events and activities, student discipline, and security) and the Director of Learning (Dr Katrina Stats, who oversees the College's Academic Program and career support). As well as having a close, collaborative working relationship with these colleagues, the Director of Wellbeing works in liaison with the Registrar, the Business Manager, the Adviser & Special Projects, the Property Manager, the Catering Manager, the Chaplain, the Front Office Manager, and other colleagues.

The Director of Wellbeing, along with the Dean and the Director of Learning, provides oversight of and support to the College's appointed and elected student leaders. In particular, the Director of Wellbeing works closely with the two Assistant Deans, the Residential Advisors, and the Wardens of College flats/Hawker House.

The Director of Wellbeing 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 promote wellbeing within day-to-day College life. Ideally, the Director of Wellbeing will have professional qualifications in wellbeing science (e.g. psychology or MAPP) or a willingness to undertake professional learning to broaden and build knowledge and understanding in wellbeing science.

This is a full-time role. The Director of Wellbeing and the Dean 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 College within 20 minutes, in the case of a student welfare or medical emergency.

Unless otherwise agreed, the Director of Wellbeing will be expected 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 some College functions in the evenings and at weekends. For a residential position, the College will provide a three-bedroom flat or equivalent for the Director of Wellbeing and their partner/family, and pay utilities. The College is open to considering the position being held on a non-residential basis. The Director of Wellbeing is also offered free meals for themselves and a partner/family in the Dining Hall when the College kitchens are open.

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, learn, and thrive. 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 has developed 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 Director of Wellbeing 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.

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

The College's strategic plan is at <https://stmarkscollege.com.au/towardsoursecondcentury/>

Key Responsibilities

The Director of Wellbeing focuses on bringing a proactive approach to wellbeing by helping students and staff develop knowledge, skills and capabilities (including resilience) that promote their wellbeing and help them to thrive and flourish. The Director also provides support to students when needed, including helping students to access external mental health care.

The Director of Wellbeing is the staff member responsible for overseeing and further developing the Wellbeing Program at College, working closely with the Dean and the Director of Learning where these activities intersect with student events or the College's Academic Program.

The key responsibilities are as follows:

Activities, events, and programs

- Incorporating wellbeing science practices and interventions into College life to proactively promote the wellbeing of students and their understanding of wellbeing such that it strengthens their character and personal skills (e.g. resilience), including helping students develop the capacity to thrive away from home and after they are away from the support structures of the College;
- Health and wellbeing promotion within the College community, such as developing a regular e-newsletter for students to cover key topics (e.g. nutrition; sleep; exercise; social anxiety; time management), promote effective apps, and highlight relevant welfare resources;
- Supporting the student leaders (both the elected student Committee and the appointed Student Leadership Team) to develop activities and events that promote student wellbeing;

- Help to design and lead programs aimed at promoting student wellbeing, including campaigns promoting student physical and mental health (such as Mental Health Awareness Week, Sexual Health Week, R U OK? Day, a Men's Mental Health barbecue, IDAHOBIT, Wear It Purple day, etc), and providing support for a diverse community of students, including Indigenous, LGBTQIA+, international, and other students.

Student wellbeing

- Help to manage the College's duty of care for all students, in collaboration with the Dean and under the oversight of the Head of College. This includes:
 - Providing urgent support for students in distress; and
 - Helping students connect with external professional support services as required, including accessing a Mental Health Treatment Plan for ongoing counselling services.
- Undertake, with the Dean and the Director of Learning, individual Learning and Wellbeing Reviews with every student each semester, scheduling follow-up meetings with those students who would benefit from further discussions in relation to their wellbeing and personal development;
- Perform a pastoral and mentoring role for students to help create an environment where students can flourish in their studies, personal development, and wellbeing;
- Understand and respond to concerns of individual students, and refer students to appropriate services and agencies for medical and counselling support when required;
- Work collaboratively with colleagues and student leaders as appropriate to ensure students with special circumstances, disabilities, and/ or health issues are appropriately supported.

Student Leadership support

- Work collaboratively with the Student Leadership Team (appointed by the College) to encourage a safe, respectful, inclusive, secure and supportive culture within the College as a residential academic community;
- Manage, along with colleagues, the recruitment, selection, training, and ongoing mentoring and guidance of the Assistant Deans, Residential Advisors, and other members of the Student Leadership Team;
- Mentor and support student leaders in managing complex interpersonal and wellbeing concerns that arise for students, encourage adequate self-care practices, and provide opportunities for student leaders to engage in a confidential de-brief regarding any aspect of their role;
- Work with colleagues to develop student leadership programs which enhance students' capacity for individual and collective responsibility, and support a culture of respect, inclusion, and safety.

Student recruitment, selection, and retention

- Have responsibility, with the Dean and the Director of Learning, for interviewing applicants to the College, and for selection of students;
- Have responsibility, with the Dean and the Director of Learning, for promoting a high rate of retention of students from one year to the next.

Operational

- Manage (in partnership with the Dean) the Student Life, 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
- Serve as a member of the Health, Safety and Wellbeing Committee and present an oral report at each meeting, usually quarterly;
- Provide written reports to the Head of College and Board as required;
- 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 in psychology, wellbeing science (MAPP), social work or equivalent, and a practical understanding of wellbeing science;
- 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;
- Outstanding communication and interpersonal skills, including the ability to liaise, negotiate, advocate, and resolve conflicts;
- Excellent judgment and diplomacy, including the ability to manage sensitive personal and interpersonal issues;
- 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; and
- A desire to be fully engaged in all aspects of College life, including attendance at out-of-hours events and student activities.

Terms and Conditions

The post is to be filled with effect from **1 December 2022** or as soon as possible thereafter. This is a three-year appointment, with an initial probationary period of one full semester.

The Director of Wellbeing is a member of the Senior Common Room (SCR) and participates in SCR functions and events, including welcoming visiting academics, professionals, and other guests.

As stated above, this is a full-time role. The Director of Wellbeing and the Dean 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 College within 20 minutes, in the case of a student welfare or medical emergency.

Unless otherwise agreed, the Director of Wellbeing will be expected 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 College is open to considering the position being held on a non-residential basis.

A degree of flexibility in terms of days and hours worked is available to take into account the responsibilities of the position. 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 ordinarily be taken outside the academic term and other periods when the Director of Wellbeing's presence is essential.

Remuneration and other terms

The remuneration package comprises:

- An attractive salary, depending on qualifications and experience;
- Onsite accommodation in a self-contained three-bedroom flat or equivalent, plus payment of utilities (if the position is held on a residential basis);
- Free meals for themselves and a partner/family in the Dining Hall when the College kitchens are open – the Director of Wellbeing will ordinarily 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 10.5%);
- Free on-site secure parking and use of College facilities such as the gym, tennis courts, music room, etc.

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 made online via Seek, or emailed to Ms Carol Atkinson at stmarks@stmarkscollege.com.au, to arrive no later than 12 noon (ACST) on **Thursday 29 September 2022**.

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.