



ST MARGARET'S  
COLLEGE

## Dean of Students

### Role Description

#### **PRIME FUNCTION:**

To work with the Leadership team to deliver to resident Members outstanding academic, pastoral and other support services as part of the College's commitment to providing a comprehensive and outstanding collegiate experience. Although the position has defined key tasks, it is essential that the Dean of Students work together with the Head of College and Deputy Head of College to achieve the best outcomes for the Members and the College. This may require performing additional duties outside of those specified in this role description from time-to-time.

#### **MAIN OBJECTIVES:**

- Provide a comprehensive programme of academic support for Members.
- Provide a comprehensive pastoral support service to Members.
- Work with the Deputy Head of College to support the College's Members' Executive (comprising 11 elected Members) who are responsible for much of the College's social, sport and cultural programmes.
- Support the Head of College and Deputy Head of College in enhancing the reputation of the College as a sought-after place of residence for students studying at the University of Otago.
- Organise and manage College-wide events as required by the Head of College.
- Develop and maintain effective relationships with Stakeholders
- Foster strong, effective relationships with other College and University units and approved external providers to ensure seamless provision of services.
- Adhere to all legislative requirements, including but not limited to health and safety, pastoral care, and privacy legislation.

#### **RELATIONSHIPS:**

- a) Directly responsible to the Head of College
- b) Functional relationships with:
  - Deputy Head of College
  - Business and IT Manager
  - Conference Manager

- Buildings and grounds maintenance team, including suppliers and contractors
- Head Chef and kitchen staff
- Housekeeping Manager and staff
- College Leaders
- College Members
- Librarian (voluntary position)

## **PERSON SPECIFICATION:**

### **Qualifications:**

- A relevant University degree level tertiary qualification, preferably a postgraduate degree, is a distinct advantage.

### **Skills and Experience:**

- Significant pastoral care experience working with young adults in a number of complex social situations, including mental health, relationships, academic progress, and behavioural issues.
- Well-developed leadership and pastoral care skills, and the ability to understand, empathise and connect with young people.
- Proven ability to liaise constructively with a wide range of people including parents, academic and professional staff, and young adults.
- Experience in the areas of conflict resolution, team building, mentoring, tutoring, wellbeing, communication and community development.
- An understanding, or an ability to quickly develop an understanding, of the residential collegiate life and the University environment and its culture.
- The ability to support the College's collegiate culture, and Member's endeavours and activities.
- The ability to perform effectively and professionally in a complex and at times challenging environment.
- Strong interpersonal skills and ability to relate to a wide range of individuals.
- Excellent oral and written communication skills with people at all levels within the organisation and externally.
- The ability to exercise appropriate judgement relevant to any given situation.
- A collaborative and inclusive approach to people.
- A high level of technological literacy.
- Naturally proactive and organised, with a high level of attention to detail.
- A high level of initiative, energy and commitment.
- High ethical and moral standards and values.

## POSITION SPECIFIC ACCOUNTABILITIES:

Key Areas	Accountabilities and Actions
<b>Academic Support</b>	<ul style="list-style-type: none"> <li>○ Provide academic advice and support to Members as required.</li> <li>○ Pro-actively following up Members requiring additional academic support.</li> <li>○ Track the academic achievements of Members and following-up with, and supporting, individuals as appropriate.</li> <li>○ Be available to Members on a daily basis for drop-in meetings/appointments/catch-ups regarding any academic (including tutoring and mentoring) matters.</li> <li>○ Organise, implement and manage a comprehensive tutorial system (this includes recruiting excellent tutors, setting up tutorial rooms, communicating tutorial sessions to Members, meeting the tutoring needs of Members, supporting and training tutors as appropriate, accurately recording tutors' hours and arranging remuneration, accordingly, etc).</li> <li>○ Organise, execute and manage a comprehensive mentoring system for first-year Members (including supporting residents who are Returners to act as mentors for first year students).</li> </ul>
<b>Pastoral Care</b>	<ul style="list-style-type: none"> <li>○ Provide pastoral advice and support to Members, including appropriate referrals to specialists (e.g. counsellors, doctors, etc) when necessary.</li> <li>○ Liaise with other College staff, and university and community organisations, such as Student Health, Student Development, and Careers, to support residents academic, health and pastoral needs.</li> <li>○ Pro-actively follow up Members requiring ongoing pastoral support.</li> <li>○ Be available to Members on a daily basis for drop-in meetings/appointments/catch-ups regarding pastoral care matters.</li> <li>○ Ensure that the College's community living expectations are effectively understood and consistently applied to all Members to encourage a climate of care, common sense, courtesy, and consideration for others.</li> <li>○ Contribute to the development, organisation and co-ordination/presentation of personal development programmes for Members (e.g. mindfulness, wellbeing, coaching, communication, conflict resolution, team building, life-skills, etc).</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>○ Liaise closely with the Deputy Head of College to support the College's elected Members' Executive who are largely responsible for the College's social, sport and cultural programmes.</li> <li>○ Encourage Member participation in, and supporting the College's participation in, the University's annual Inter-college Cultural,</li> </ul>

	<p>Gaming and Sport Competitions in liaison with the College's Members' Executive.</p> <ul style="list-style-type: none"> <li>○ Establish collegial networks with staff from other residential colleges and work with them, where appropriate, to facilitate best practice in the College.</li> <li>○ Be available on request to cover any leadership shortfalls within the College.</li> <li>○ Organise and manage College events as directed (e.g. Arrival Weekend; Valedictory Dinner; the annual Community Project; annual flu vaccination clinic; etc).</li> <li>○ Support the planning and implementation, and participate in, major College events such as Arrival weekend, Tertiary Open Days and Valedictory Dinner.</li> <li>○ Attend College and University meetings, as requested by the Head of College.</li> <li>○ Carry out such other tasks as are necessary for the smooth operation of the College, or as directed by the Head of College.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>○ Attend weekly meetings with the Head of College, Deputy Head and 11 College Leaders.</li> <li>○ Attend weekly management team meetings chaired by the Head of College.</li> <li>○ Attend monthly meetings of the University's collegiate leaders, as required.</li> <li>○ Assist as required with all activities and functions related to marketing of the College.</li> <li>○ In conjunction with the Deputy Head of College, show prospective Members, parents and visitors around the College when required and assist with all public relations.</li> <li>○ Actively promote St Margaret's College to prospective residents as an ideal environment to achieve academic excellence and optimum personal development.</li> <li>○ Foster a strong collegiate life amongst Members.</li> <li>○ Foster the College's underlying values of care, courtesy, consideration for others and common sense (the four Cs) amongst Members.</li> <li>○ Contribute to developing and maintaining the reputation of the College as a sought-after and friendly home-away-from-home with</li> </ul>

	<p>a focus on academic excellence and the development of the whole person.</p> <ul style="list-style-type: none"> <li>○ Represent the College at public and University functions, meetings or presentations when required.</li> <li>○ Liaise with other College staff to ensure a high level of service to Members.</li> <li>○ Assist as required when College facilities are utilised by external groups as required from time to time but particularly outside of semester times (e.g. conferences, seminars, workshops, etc).</li> <li>○ Assist as required with the oversight of the College’s Summer Team between November and February.</li> <li>○ Other appropriate tasks as required and directed by the Head of College</li> <li>○ Contributing to new initiatives and process improvements to support the expected outcomes.</li> </ul>
<b>Wider Community</b>	<ul style="list-style-type: none"> <li>○ Participate in various associations connected with residential colleges and student accommodation and attend appropriate staff development courses and conferences aimed at developing personal skills and knowledge appropriate to the needs of the position.</li> <li>○ Assist with the direction and coordination of collegiate life at the College and implement, when directed, best practice in collegiate life.</li> <li>○ Assist, when approved, with committees, working parties, reviews etc. in the College and wider community, sharing expertise and raising the profile of College leadership.</li> <li>○ Represent the College or when requested, the wider University at public functions, meetings or presentations as required.</li> <li>○ Participate in the development and support of College specific and joint intercollege policies.</li> </ul>

**NOTES:**

- St Margaret’s College is an independent residential College affiliated to the University of Otago, providing accommodation and pastoral support to 224 undergraduate students of all year levels. The College also hosts conferences and functions, particularly over the summer months. The College is an incorporated society and registered charity, employing 23 permanent staff.
- This role is full-time permanent position working Monday to Friday from 12.30 pm to 9.00 pm during semester times. Outside of semester times, office hours are worked 9.00 am to 5.30 pm, Monday through Friday.
- Onsite living may be available, and this is negotiable depending upon the circumstances of the successful candidate. Onsite accommodation is provided in a two-bedroom apartment adjoining the College.
- This role includes a rostered on-call component (being available to support College Leaders or Members after hours if needed) on a fortnightly basis, which may require working additional hours.

- There is an expectation that staff will attend some College-related events which fall outside of their regular hours.
- Remuneration is commensurate with the successful applicant's skills and experience and is within the University of Otago General Staff Scale Level 6 (range of \$70,602 - \$82,849). If the successful candidate resides onsite, accommodation, meals and amenities may form part of the remuneration package.
- The College may operate a notified close down over the Christmas period.
- The location of work to be performed is 333 Leith Street, North Dunedin.
- Start date November 13, 2023, or by negotiation.
- Benefits include:
  - i. On-site carparking at no charge
  - ii. Daily meals at no charge
  - iii. Health and wellbeing benefit of \$1,500 per annum available after one year of service
  - iv. Five weeks' annual leave
  - v. Ten days' sick leave per annum
  - vi. EAP programme

Confidential enquiries can be directed to the Head of College, Elizabeth Koni  
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