



ST MARGARET'S
COLLEGE

Deputy Head of College Role Description

PRIME FUNCTION:

To assist the Head of College in managing the College and its community within the established policies and guidelines of the St Margaret's College Council. The Deputy Head of College will provide leadership for the College, carry out executive level duties as specified, and deputise for the Head of College as required during times of absence or unavailability. Although the position has defined key tasks, it is essential that the management team of Head of College and Deputy Head of College work together 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 strong leadership for St Margaret's College staff and Members (our residents), alongside the Head of College, to ensure a continued positive organisational culture.
- Foster the pastoral and collegial life of the College as a vibrant learning community, so that Members have mutual respect and positive attitudes to living and learning, and service to others.
- Provide pastoral care to Members of the College, supporting and guiding them in their community living and social skills.
- Deputise for the Head of College during their absence or unavailability.
- Support the Head of College with the professional and operational management of the College.
- Oversee the College Conferencing and Housekeeping functionalities.
- Support the 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.
- Assist the Head of College with strategic and operational planning.
- Supervise and guide the Members' Executive Committee, with the support of the Dean of Students, and have oversight of the College's events and activities programme.
- Assist with the selection, rooming, safety and support of all Members.
- 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) Direct reports:
 - Conference Manager and casual staff
 - Housekeeping Manager and staff
 - Members' Executive Committee (11 student Members)
- c) Functional relationships with:
 - Business and IT Manager
 - Buildings and grounds maintenance team, including suppliers and contractors
 - Dean of Students
 - Head Chef and kitchen 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:

- 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 develop and maintain effective leadership of young academics in a residential living environment.
- Well-developed pastoral care skills, which include understanding of, and empathy for, young adults.
- The ability to lead and 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.

Experience:

- Successful track record, over a sustained period of time, that highlights significant experience working in the senior secondary or tertiary education sector.
- Successful record of leading young adults in an academic/learning environment.
- Significant experience working with young adults in a number of complex social situations, including mental health, academic progress, and behavioural issues.

- Familiarity with a university education environment.
- Proven ability to liaise constructively with a wide range of people, including parents, academic and professional staff, and young adults.

POSITION SPECIFIC ACCOUNTABILITIES:

Key Areas	Accountabilities and Actions
Leadership	<ul style="list-style-type: none"> ○ Support the Head of College in leading the College. ○ Deputise for the Head of College as appropriate when they are absent or unavailable. ○ Oversee the College conferencing, ensuring the smooth running of events in the College. ○ Oversee the College housekeeping team, ensuring a clean and safe environment for all Members and guests to the College. ○ Have oversight of the Members’ Executive Committee, supporting them to plan and execute appropriate recreational programmes and activities for Members, in a safe and timely manner, and ensuring the administration of Members’ Executive funds is carried out with integrity and best practice. ○ Assist the Head of College with leadership of, and support for College Leaders (RAs), including their selection, induction and training programme, ongoing development and review, their day-to-day management and their duties. ○ Assist the Head of College with the annual selection and room allocation of residents. ○ Establish collegial networks with staff from other residential colleges and work with them, where appropriate, to facilitate best practice in the College. ○ Lead the planning and implementation, and participate in, major College events such as Arrival weekend, Tertiary Open Days and Valedictory Dinner. ○ Attend College and University meetings, as requested by the Head of College. ○ Carry out such other tasks as are necessary for the smooth operation of the College, or as directed by the Head of College.
Pastoral Care	<ul style="list-style-type: none"> ○ Assist with the oversight of residents who have defined physical, mental or emotional challenges, providing pastoral care for Members to assist them with health concerns, homesickness, relationship and other issues that may arise. ○ Ensure that the College’s community living expectations are effectively understood and consistently applied to all Members to encourage a climate of common sense, courtesy, and consideration for others. ○ Share responsibility and work with other College staff, and university and community organisations, such as Student Health,

	<p>Student Development, and Careers, to support residents academic, health and pastoral needs.</p> <ul style="list-style-type: none"> ○ Share responsibility for the general welfare of Māori, Pasifika and International students who live at the College and ensure that programmes of support, guidance and assistance are developed and maintained for these residents. ○ Contribute to the development of educational programmes relating to student health and wellbeing, healthy living, lifestyle awareness etc, and make these readily available and accessible to residents.
Marketing	<ul style="list-style-type: none"> ○ Lead or assist with all activities and functions related to marketing of the College. ○ Show prospective Members, parents and visitors around the College when required and assist with all public relations. ○ Actively promote St Margaret’s College to prospective residents as an ideal environment to achieve academic excellence and optimum personal development. ○ Ensure the College website and social media platforms (Facebook and Instagram) are kept up to date with events, activities and successes in the life of the College, and that these platforms are relevant and effective in representing College life at Otago and support recruitment efforts. ○ Actively promote the College as a conference and accommodation facility and assist as required when College facilities are utilised by external groups.
Health and Safety	<ul style="list-style-type: none"> ○ Assist with the College’s workplace health and safety programme including risk management and emergency response planning. ○ Participate as a member of the College Health and Safety Committee, acting as secretary to the Committee including following up of matters requiring attention. ○ Ensure that Health and Safety related policies, plans, procedures and registers are effectively administered, applied, regularly reviewed and improved. ○ Report all accidents, incidents, hazards and near misses in accordance with College procedure. ○ Act as the College’s chief fire warden, providing training and overseeing emergency evacuations
Wider Community	<ul style="list-style-type: none"> ○ 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. ○ Assist with the direction and coordination of collegiate life at the College and implement, when directed, best practice in collegiate life. ○ Be available on request to cover any leadership shortfalls within the College, or wider University if needed.

	<ul style="list-style-type: none"> ○ Assist, when approved, with committees, working parties, reviews etc. in the College and wider community, sharing expertise and raising the profile of College leadership. ○ Represent the College or when requested, the wider University at public functions, meetings or presentations as required. ○ Support, if required, other Colleges and communities as necessary to ensure that the College's reputation of collegiate excellence is supported. ○ Participate in the development and support of College specific and joint intercollege policies.
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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 a permanent position, working 40 hours per week or as required to satisfactorily perform all duties.
- While onsite living is preferable, 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 7 (range of \$85,048 - \$94,075). If the successful candidate resides onsite, accommodation 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, paid fortnightly
 - iv. Five weeks' annual leave
 - v. Ten days' sick leave per annum
 - vi. EAP programme