



Mannix College
your future starts here

Position Description – Dean of Students & Wellbeing

Reports to: College Principal

Employment Type: Full Time, 5 Year Fixed-term

Direct Reports: Resident Support Officer, Senior Resident Advisor, Resident Advisors, College Security Guard (Overnight), and College Counsellor.

ABOUT THE OPPORTUNITY

To ensure the College continues to provide the highest levels of support, a newly created role, the Dean of Students & Wellbeing, will assist the Principal in enhancing all aspects of the emotional, physical, social, environmental, and spiritual wellbeing supports offered by the College.

Living on-site, the Dean of Students & Wellbeing will take a leading role in the review, development, implementation, and oversight of evidence-based wellbeing and student care programs, structures, policies, and procedures within the College. In addition, the Dean will assist and support students individually, including facilitating access to personal support services external to the College.

The College Principal, who commenced in 2022, is committed to creating an exemplary student experience with substantial investments in supports and services. The newly created roles of Dean of Students & Wellbeing and Dean of Studies & Careers signal the College's resolve to achieve this ambition. The successful applicants join the College at a key moment in its history and will have the opportunity to lead positive change.

The Dean of Students & Wellbeing will work collaboratively with the Dean of Studies & Careers to provide a comprehensive range of supports and opportunities that support and inspire Mannix students to reach their potential.

ABOUT MANNIX COLLEGE

Located at Wellington Road, Clayton, Mannix College is a Catholic residential college with Monash University. It provides catered accommodation, pastoral care, academic support, leadership development and community engagement for nearly 300 undergraduate students. Opened in 1969, the College has a global alumni community who maintain a positive relationship with the College.

As the only residential College at Monash University, the College occupies a unique position. It nurtures a community of talented scholars who live in congruence with the values of respect, personal integrity and responsibility, excellence, and service.

The College is committed to building and supporting a safe, respectful, and inclusive community, and welcomes students and staff from a diverse range of backgrounds. Students are supported by a pastoral care team of staff and student leaders who all reside at the College in an environment that encourages wellbeing and achievement in equal measure.

As a Catholic College and as a part of the Archdiocese of Melbourne, Mannix gives expression to the mission of the Archdiocese and exists as a concrete expression of the mission of the Archdiocese at Monash University.

Information about the College is available at: <https://www.mannix.monash.edu/>.

ABOUT YOU

You are compassionate, communicate skillfully, demonstrate grit, and are motivated to lead cultures that inspire connection, cohesion and mutual respect. You're passionate about student success, have led high-performing teams and are committed to developing the people around you.

To thrive in this role you will champion the holistic wellbeing of young adults, exemplify our values, demonstrate open-mindedness, be ambitious, and lead positive change. You will set an example you wish others to follow and demonstrate respect for the values of the Catholic Church.

ABOUT THE ROLE

Under the broad direction of the Principal, the Dean of Students & Wellbeing contributes leadership and expertise across the following:

1. Enhance the reputation of the College as a leading provider of wellbeing services and supports.
2. Contribute to the unique culture, values and community spirit of the College by having a prominent and positive presence in College life.
3. Play a significant role in the design, delivery and implementation of the 2023-2028 Mannix College Strategic Plan with ownership of items pertaining to student experience, engagement and wellbeing.
4. Lead the development of a highly successful and cohesive community culture that promotes individual accountability, community engagement and healthy lifestyles.
5. Lead and manage pastoral care staff and student leader teams effectively with respect to selection, induction, workload distribution, performance review and career development, to ensure the delivery of high-quality, efficient services.
6. Coordinate and lead day-to-day and after-hours supports provided to residents.

7. Coordinate and lead orientation and transition programs, Respect.Now.Always initiatives, and other activities that promote a positive and ongoing engagement with the College, the campus and community life.
8. Support self-efficacy and positive development among students by designing, implementing and evaluating events and training on topics including, but not limited to community culture, leadership, positive psychology, wellbeing, respectful relationships, bystander intervention, and drugs and alcohol.
9. Develop, support and promote the College's values, culture and traditions to potential applicants and their families, current students, alumni, donors and other stakeholders via marketing and engagement activities.
10. Maintain accurate and comprehensive records for all residents through their time in the College.
11. Develop, implement and review initiatives using relevant data to measure and report on the effectiveness of strategies and programs.
12. Represent and support the College in formal committees, meetings, working parties, conferences and other forums.
13. Foster strong relationships with stakeholders that support the student and College experience including Monash University, the Archdiocese of Melbourne and other institutions.
14. Comply with all policies and procedures, in particular ensuring those relating to WH&S strategies and human resources policies.
15. Other duties as determined by the Principal.

KEY SELECTION CRITERIA

1. Postgraduate qualification with management expertise and relevant experience OR an equivalent combination of experience and training. Experience in student-facing university residential accommodation roles will be highly regarded.
2. Demonstrated ability to develop, implement and evaluate policies and strategies relating to health and wellbeing. Experience using data to drive improvement will be highly regarded.
3. A demonstrated passion for and interest in the wellbeing and development of young adults during the transition to university, college life, and to the workforce.
4. Demonstrated experience in planning, implementing and managing significant projects with complex requirements in a timely manner.
5. Demonstrated experience in managing relationships with a diverse range of stakeholders and of acting with diplomacy and discretion when dealing with sensitive and confidential issues.
6. Demonstrated capacity to provide leadership in a complex and evolving environment, including the ability to contribute to strategic planning, lead high-performing teams and deliver measurable outcomes. Experience supportive student leaders will be highly valued.
7. Demonstrated high-level interpersonal and communication skills, both written and oral, including demonstrated experience communicating effectively with a diverse range of audiences.
8. Well-developed technical skills, including competency with Microsoft Office and Google Suite (especially Excel / Google Sheets) and experience with systems and databases.

9. Demonstrated experience in delivering and facilitating events and training programs.

ADDITIONAL INFORMATION

The Dean of Students & Wellbeing may deputise for the Principal where required.

A competitive remuneration package will be negotiated with the preferred candidate. The package includes a three-bedroom apartment plus utilities, on-site carparks, and meals in the College dining room. Relocation assistance can be negotiated.

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

The Dean of Students & Wellbeing is expected to maintain ongoing professional training, keep abreast of the key issues affecting students and the wider university sector and to be proactive in identifying trends or changes in student cohorts as well as developing strategic responses. The College will provide membership of a relevant professional body and can approve professional development opportunities.

The successful applicant will be required to undergo a National Police Check and possess (or be willing to obtain prior to starting) a valid Working with Children Check, First Aid Level 2 and Mental Health First Aid. The College will reimburse the costs of these requirements where needed.

All College staff (including their families who live on site) must have up to date COVID-19 and influenza vaccinations. The College will reimburse the costs of these vaccinations where needed.

ENQUIRIES

Prospective applicants are invited to contact Mr Andrew Swan, College Principal, for a confidential discussion about this opportunity via 03 9905 0928 or andrew.swan@monash.edu.

APPLICATIONS

For your application to be considered, please submit the following documents to Mr Andrew Swan, College Principal, at andrew.swan@monash.edu:

1. Your resume; and
2. A covering letter containing responses to each of key selection criteria (maximum of six pages)

Applications close at 5pm on Monday, May 30, 2022.

Please note: shortlisted applicants will be invited to attend an in-person interview at Mannix College. Zoom interviews can be arranged in exceptional circumstances.