

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and a smoke-free environment, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

POSITION TITLE:	Assistant Head, UNE Residential System
RESIDENCE:	Variable
CLASSIFICATION LEVEL:	HEO 6
DATE CLASSIFIED:	30 January 2009
REPORTS TO:	Head of Residence

DIMENSIONS OF POSITION:

The Residential System is an important and distinctive feature of the University of New England and is central to the university experience of the majority of on-campus students. The Residential System consists of eight residences, seven being UNE operated residences and colleges, that provide a range of living arrangements for students.

An Assistant Head of Residences supports the Head of Residences in the leadership, development and management of the social, academic, life-skills and community welfare of their residents. The Assistant Head also provides expertise in contributing to the high level of pastoral care and support for academic, sporting, cultural and community service and social activities.

The Assistant Head operations may span more than one College or Residences consistent with the span of control of his/her respective Head. The Assistant Head is responsible for coordinating the activities of the Senior Resident Fellow and Resident Fellows and Academic Support teams, as well as the developmental support programme. In conjunction with the Head, the Assistant Head ensures 24-hour support is available. This will require flexible hours, e.g. some evening and weekend work, and may be required to attend emergencies at any time when on call.

POSITION OBJECTIVES:

The Assistant Head supports the Head in the management of the academic, pastoral and developmental support services, including referrals for resident welfare issues, to ensure a safe, academically oriented, and supportive educational and social environment conducive to a resident's studies at the University of New England.

The Assistant Head provides high level administrative support to the Head, including the development and implementation of formal dinners and other collegiate events.

DUTIES:

Duties will be performed under general direction from the Head of Residence:

1. Assist the Head with the annual appointment and training of the Senior Resident Fellow, Resident Fellows, Academic Support Persons and other student leaders.
2. Direct supervision of the Senior Resident Fellow, Resident Fellows, Academic Support People and other student leaders to ensure their tasks and activities conform with UNE Residential System policy and procedures.

3. Contribute, with the Senior Resident Fellow, Resident Fellows and Academic Support People to the development, and implementation of academic and pastoral programs. Ensure clear communication exists within and across all teams and committees, keeping the Head up-dated on all student activities.
4. Monitor the academic performance of the residents, liaising with appropriate University personnel for referral and support.
5. Provide high level administrative support to the Head
6. Contribute to the support for student issues, responding to such matters in a highly professional and timely manner. Where appropriate, refer matters to the Head.
7. Refer residents, where appropriate, to support services within and outside the University.
8. In conjunction with the Head, contribute to the organisation of promotional activities, events and annual calendars.
9. Attendance at major events, training, meetings and dinners, being responsible for the risk-management and appropriate approval of all events and activities.
10. Support the Head and Director, UNE Residential System by contributing to the development and equitable implementation of agreed guidelines and disciplinary protocols and procedures that ensure the comfort, good order and positive living learning environment of the residences.
11. Participation on disciplinary committees as required, reporting, and referring, to the Head, where appropriate.
12. Assist the Head with the implementation of agreed community standards and residential policies and procedures, including Chairing the relevant college's disciplinary committee.
13. In conjunction with the Head, produce the annual Handbook for residents, ensuring the current policies and procedures are accurate.
14. Be aware of, and apply, the University's policies and procedures relating to EEO, Risk Management, Occupational Health & Safety, Records management (TRIM) and Quality Assurance as they apply to this position.
15. Assist the Head and act as the Head in the Head's absence. Represent the Head at meetings, function and events as required.
16. Other duties as appropriate to the position as required.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A degree with relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Demonstrated experience in a tertiary residential environment including the coordination of student groups with respect to academic matters and pastoral care.
3. Demonstrated leadership and supervisory skills.
4. Demonstrated ability to work independently and as part of a team.
5. Demonstrated interpersonal and communication skills, with experience in liaising with a wide variety of cultural backgrounds.
6. Demonstrated organisational and time management, and problem-solving skills.
7. Demonstrated ability to maintain confidentiality.
8. Awareness of OH&S, risk management, quality assurance, and EEO principles as they relate to the position.