

Services Division

Deputy Head – Blue Gum House

Student Support and Accommodation Services

Position No. 1052

General Information

The position is available on a part-time (15 Hours per week), continuing basis. This position is primarily located at the Ourimbah Campus.

This position will require the successful applicant to be available for an on call system to attend to emergencies as they arise for which the University will pay a suitable on-call allowance.

Position Description

Position:	Deputy Head of College
Classification:	Hew Level 5
Faculty/division:	University Services
Department/school/branch:	Facilities Management
Unit/section:	Accommodation Services
Immediate supervisor:	Head of College
Subordinates:	Community Coordinators/ Residential Life Coordinators
Overall objective:	To assist and support the head of college and other residential staff to create an environment and ethos conducive to the promotion of a collegiate community.

Duties: Without limiting the generality of the foregoing, the deputy head will:

1. Assist the head of college in the development of a quality and caring living environment within the college that is conducive to the academic, personal and social development of its residents.
2. Supervise the day-to-day performance of residential staff and in conjunction with the head of college conduct regular staff meetings.
3. With the head of college, undertake the development, organisation and implementation of training and development programs for residential staff.
4. Encourage residents to participate in the social, cultural and sporting lifestyles and major functions.
5. Respond to emergencies and incidents as they arise within the college in accordance with established procedures.
6. Liaise with the hoc in respect to residential issues including the concerns of residents and residential staff, administrative matters, safety and information dissemination.
7. Ensure that policies and procedures of the college, accommodation services and the university are upheld and promoted in a positive manner. Provide advice regarding such policies as required.
8. Assist with the selection of residents and the allocation of rooms.
9. Liaise with the college staff to ensure a high level of cleanliness is maintained within the college
10. Assist the hoc in the planning and organisation of major functions of the college, including the orientation program for new residents.

11. With the head of college facilitate the development of a positive working relationship between residential staff, resident students' association and accommodation services
12. Be familiar with, and observe the university's policy and procedures on equity and diversity and occupational health and safety in the performance of duties.
13. Undertake any other duties relevant and appropriate to this level.

Qualification and/or Skills Required

Selection Criteria:

- Completion of a degree and without subsequent work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated leadership skills.
- Demonstrated capacity to work effectively in a diverse team environment.
- Highly developed communication skills.
- Demonstrated high level of administrative experience.
- Current first aid certificate.
- Capacity to deal effectively with students from diverse backgrounds
- Experience living and/or working in residential accommodation.
- Well developed computer skills; A knowledge of university administrative systems; would be advantageous.
- Current driver's licence.

Conditions and Benefits

HEW Level 5 - 0.43 pro rata basis of \$47,992 per annum to \$55,674 per annum.

The University will provide a basic level of superannuation to Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is also available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Cathy Stone on 43484033.

Prohibited persons (i.e. those persons convicted of a serious sex offence) are not permitted to apply. A "Working with Children" Check will be undertaken on all **preferred** applicants. Please complete the [Prohibited Employment Declaration](#) and [Consent Form](#) and attach to your application. (These PDF files require software such as [Acrobat Reader](#). Alternatively, the forms can be obtained by calling (02) 4921 5266.)

Closing Date

Applications close on Sunday 19th October 2008.

Note: Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the Subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).