



SELWYN COLLEGE

TE MARU PŪMANAWA

2027 Sub-Warden/Kaiāwhina Application Pack

Selwyn College/Te Maru Pūmanawa, founded in 1893, was the first residential College established at the University of Otago/Ōtākou Whakaihu Waka. It has a proud history of traditions many of which continue to this day.

Selwyn is a diverse and inclusive community where individual differences are celebrated and participation in College activities and events is encouraged. We aim to be a self-regulating community, with the mutual care, respect and safety of resident members being paramount.

Selwyn College offers accommodation to 210+ First Year and Returning residents. We aim to provide an enjoyable and supportive living environment, which is conducive to academic success and positive social experiences.

THE ROLE/TE MAHI

Sub-Warden's/Kaiāwhina play a key role in developing and nurturing a strong sense of community, ensuring a unique 'Selwyn Experience' for its members. This is achieved through effective leadership and role modelling.

The position of Sub-Warden/Kaiāwhina is a particularly rewarding one and best suits those who:

- Understand the importance of human connectedness and diversity;
- Have a genuine interest in student hauora and wellbeing;
- Enjoy community-based living and leadership;
- Can prioritise leadership over popularity;
- Have a balanced yet flexible approach to managing situations;
- Have good judgment;
- Can contend with Sub-Warden/Kaiāwhina commitments alongside academic studies;
- Have the capacity to monitor and attend to their own wellbeing.

KEY RESPONSIBILITIES/KĀ HAEPAPA

Key responsibilities are outlined in the attached Position Description.

In addition to rostered duties and the pastoral support of residents, Sub-Wardens/Kaiāwhina will be assigned a portfolio to develop and manage in consultation with the Warden/Tautiaki, Deputy Warden/Tautiaki-Piki, Academic, Arts, Cultural and Sports Manager and other senior staff. Portfolios align with the three broad values of the College: community, education, and hauora (wellbeing).

HOURS OF WORK/HĀORA O TE MAHI

The role of 'live-in' Sub-Warden/Kaiāwhina is a paid part-time position of 20 hours per week (40hrs per fortnight) for the period of the residential year (including university breaks) and the two weeks prior (hauora team training). Hours of work comprise a combination of rostered shifts and flexible hours for attending to the pastoral care of residents and portfolio responsibilities. Shifts typically (although can vary depending on what is happening in the college) are:

- Monday – Wednesday: 5.15pm – 10.15pm
- Thursday – Friday: 5.15pm – 10.15pm or 5.30pm – 10.30pm
- Saturday – Sunday: 6.00am – 9.30am, 9.30am – 5.30pm, 5.30pm – 10.30pm

Each year, senior staff closely support Sub-Wardens/Kaiāwhina to ensure their academic success is a priority. The College understands the required level of academic commitment by Sub-Wardens/Kaiāwhina, who are often fourth year students (or above), is significant. This, in addition to perceived work responsibilities, may be a determining factor in deciding whether to apply for a Sub-Warden/Kaiāwhina position at Selwyn College.

Sub-Warden/Kaiāwhina positions are not suited to any student who may be required to spend *significant periods away from Dunedin* during the academic semester.

With respect to remuneration, hourly rate of pay and accommodation fees for 2027, this will be confirmed, once approved by the Board of Governors, toward the end of July. However, the College is committed to paying a living wage to our employees.

TRAINING AND SUPPORT/WHAKAKUKU

Sub-Wardens/Kaiāwhina will receive training and support throughout the year. A comprehensive *Hauora Team Training Programme* is scheduled for the two weeks prior to the 2027 residential year (likely commencing Tuesday 9 February, tbc). It is compulsory that all Sub-Wardens/Kaiāwhina attend the training.

APPLICATION/TONO

Applications are invited from senior tertiary students and may be submitted any time until Sunday 26 July.

Applications are to include:

- **Cover Letter** – outlining your motivation for applying and interest in the position. Be sure to also demonstrate your suitability based on the key responsibilities of the Position Description.

- **CV/Resume** – Including the name and contact details of two referees (who know you in a professional capacity), indicating their relationship to you. Referees will NOT be contacted without first arranging this with the applicant.

The recruitment process, including acceptance of applications, interviews and appointments, will occur on a rolling basis through to end of July.

Please email applications to Tautaiolfue Brad Watson, Deputy Warden (E: deputywarden@selwyn.ac.nz) **AND** Ziggy Lesā, Warden (E: warden@selwyn.ac.nz). Applicants of interest will be contacted to arrange an interview.

FURTHER INFORMATION/PŪROKO

Any potential applicants seeking further clarification or wishing to discuss any aspect outlined above are welcome to contact the Warden or Deputy Warden prior to considering/submitting an application.

Sagato (Ziggy) Lesā
Warden, Tautiaki
E: warden@selwyn.ac.nz
M: 027 302 4490

Tautaiolfue Brad Watson
Deputy Warden, Tautiaki-Piki
E: deputywarden@selwyn.ac.nz
M: 027 238 7334



SELWYN COLLEGE

TE MARU PŪMANAWA

POSITION DESCRIPTION

POSITION TITLE: Sub-Warden/Kaiāwhina

REPORTS TO: Deputy Warden/Tautiaki-Piki

RESPONSIBLE TO: Warden/Tautiaki

KEY RELATIONSHIPS/HONOKA MATUA:

- College senior management
- Hauora team members
- College residents
- College staff and contractors
- College Chaplain
- University of Otago staff

SELWYN COLLEGE VALUES/TE MARU PŪMANAWA TIKAKA

Selwyn College is a not-for profit residential college on the northern border of the University of Otago campus. The Board of Governors state the fundamental object of Selwyn as “*an inclusive academic residential community, founded on the principle of mutual care, valuing and promoting the physical, mental and spiritual wellbeing of all of its members*”.

Key values are:

- *Community* – Selwyn is an inclusive community which demonstrates mutual care;
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education;
- *Hauora/Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically.

POSITION PURPOSE/TE MAHI

The prime function of the position is to provide leadership and pastoral support for resident members of the College and to develop/manage a designated portfolio.

KEY RESPONSIBILITIES/KĀ HAEPAPA

Key tasks include, though are not limited to, the following:

Community & Wellbeing

- Facilitate and foster community spirit that celebrates diversity and the key values of the College;
- Encourage and role model healthy, respectful and caring relationships amongst College community and staff;
- Ensure residents are cared for and that residents who require medical or other support services receive appropriate care;
- In conjunction with the senior college staff, contend with problem behaviour or other such initial breaches of College rules and regulations;
- Support residents to understand and learn the importance of self-care;
- Ensure that an orderly and productive study environment is maintained within the College;

Security, Health & Safety

- Assist with scheduled/unscheduled evacuation drills and any other emergencies, including giving first aid;
- Maintain a general awareness of College security and notify senior college staff and/or Night Staff of any relevant matters during the evening;
- Acting as the first point of contact for the Night Staff and other staff to report incidents;
- Open/lock gates, patrol of College buildings and manage the security system as required;
- Report any property (e.g. damage or maintenance) or domestic (e.g. cleaning) issues;
- Assist to maintain acceptable standards of behaviour across the College community;
- Ensure incidents, accidents and near misses are reported as required by legislation and College procedure.

Housekeeping

- Assist to ensure the College is kept in a clean and tidy state;
- Ensure residents meet expectations with regard cleanliness and tidiness of common areas and their own bedrooms.

Other

- Conduct rostered duties as required, stationed in main office or other area specified by senior college staff;
- Complete any reports or other documentation as required by senior college staff;
- Assist with the “meet n greet” of visitors to the College as requested;
- Communicate openly and effectively with fellow Sub-Wardens, working cooperatively to ensure a positive team dynamic;
- Other related tasks as directed by senior college staff.

TRAINING & SUPPORT/WHAKAKUKU

- Requirement to attend the two-week training programme, prior to commencement of residential year, as scheduled by the College;
- Attend senior residential student professional development as specified by senior college staff or other such activities as requested.

EXPECTED OUTCOMES/KĀ TUKUKA IHO

Expected outcomes of the position are achieved when:

- Objectives and procedures as set out by senior staff are met;
- All resident members experience a respectful, caring and safe college environment;
- Duties are completed in a timely and effective manner, without the need for close supervision;
- Community spirit within the College is fostered and thriving;
- Confidentiality of residents is maintained, with matters of a sensitive nature being reserved for communications with the Warden and senior staff unless otherwise instructed.

EXPECTATIONS AS SENIOR MEMBERS OF THE COMMUNITY

As senior members of the Selwyn College community, in addition to paid hours of work, there are certain other community-related obligations that are expected of Hauora team members. Participation is implicit in the special character of Selwyn College. Examples include:

- Acting as a role model in all aspects of College life;
- Contributing to and participating in the College community and its activities in a positive supportive manner. For example attending College social, sporting and cultural events, and formal services and dinners;
- Involvement with the College House exchange, annual trip to Queenstown and other such activities.
- Presiding at High Table during the evening meal, alongside or in the absence of senior staff. Assisting catering staff with activities in Brother's Hall (or similar) when asked.
- Understanding and support of areas involving tikanga Māori and tikanga Pasifikia, as part of the Anglican special character of the College, as well as respect and support for other diversity within the College community.

PERSON SPECIFICATION/TOHU TĀKATA

Experience/Knowledge/Wheako/Mātauraka

- Experience living in a residential community preferred;
- Leadership and organisational experience;
- Experience as a tertiary student is essential;
- Understanding of issues relating to the safety and well-being of young people.

Skills/Pūkeka

- Excellent organisational ability;
- Ability to engage and maintain good human relationships;
- Willingness and confidence to exercise appropriate authority;
- Time management and task prioritisation;
- Ability to organise and coordinate groups of people;
- Ability to handle interruptions; and respond to situations requiring urgent response.

Attributes/Āhuataka

- Warm, caring and empathetic personality;
- Ability to exercise sound judgment including discernment about interpersonal boundaries;

- Ability to command respect and relate well to Welfare Team members, residents and other staff;
- Firm adherence to ethical and moral standards;
- Self-motivated and resourceful with initiative;
- Flexible and adaptable.