

UNIVERSITY OF OTAGO
Te Whare Wānanga o Otāgo

JOB DESCRIPTION

ROLE TITLE:	ASSISTANT WARDEN
DEPARTMENT:	Selwyn College
SCHOOL / DIVISION:	CAMPUS AND COLLEGIATE LIFE SERVICES
REPORTS TO:	Warden, Selwyn College
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

The Assistant Warden will support senior staff and the College management team with pastoral, administrative and operational duties that facilitate the effective and efficient provision of a collegiate experience for the residents of Selwyn College and the wider associated community.

2. ACCOUNTABILITIES:

- Providing strong leadership for Selwyn College staff and residents, alongside the Warden and Deputy Warden, to ensure a continued positive organisational culture.
- Supporting the Warden and Deputy Warden with the professional and operation management of the College.
- Supporting and guiding the senior student Welfare Team.
- Assisting with developing an atmosphere of academic excellence in the College.
- Assisting in the co-ordination of the College's events programmes (alongside the elected SCSA Committee) and pastoral care initiatives, including the provision of advice and mentoring support for residents.
- Assisting in the provision of professional, strategic and administrative support and leadership to create an effective organisational culture which supports the service delivery model.
- Assisting with the selection, housing, safety and support of the College residents and guests.
- Maximising technology opportunities to meet the College's needs.
- Being aware of Health and Safety and privacy legislation.

3. KEY RELATIONSHIPS:

Internal

- Selwyn College Warden;
- Selwyn College staff;
- Selwyn College Students Association (SCSA) and College residents;
- Selwyn College Boards of Governors & Anglican Church community;
- Division of Campus and Collegiate Life Services;
- University academic departments and student support services;
- Offices of Risk, Assurance and Compliance; Sustainability; and Health & Safety Compliance;

- Divisions of ITS and HR; and
- College Fellows, alumni and former residents.

External

- Otago University Students' Association (OUSA);
- Emergency services;
- Local health and social service agencies;
- Resident family & whānau; and
- Contractors and suppliers.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- A relevant degree-level tertiary qualification, or suitable relevant experience.
- Experience working in the tertiary sector and/or familiarity with a university education environment.
- Experience providing peer support to young adults in an academic/learning environment.

Preferred

- Experience working with young adults in a number of complex social situations including mental health, harassment and behavioural issues.

5. TECHNICAL SKILLS & KNOWLEDGE:

- An understanding, or an ability to quickly develop an understanding of the residential collegiate life and the University environment and its culture.
- Ability to quickly adapt to different college environments.
- Effective leadership of young academics in a scholastic living environment.
- Well-developed pastoral care skills particularly in the areas of young people living away from home for the first time.
- Excellent oral and written communication skills with people at all levels within the organisation and externally.
- Ability to perform effectively and professionally in a complex and challenging environment including mental health and Resident wellbeing related incidents.
- Empathy with and understanding of the needs of residents in a tertiary setting.
- Ability to liaise constructively with a wide range of academics.
- Ability to perform effectively and professionally in a complex and challenging environment including mental health and resident wellbeing related incidents.
- Ability to perform a range of tasks under competing demands, meeting the agreed end result within quality parameters and time frame.

6. SPECIAL REQUIREMENTS:

- Ability to undertake evening and weekend duty shifts.
- Have a clean current full driver's license.

7. DIRECT BUDGET ACCOUNTABILITY:

- None.

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

10. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.