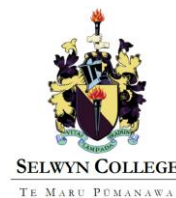


POSITION DESCRIPTION

Academic, Arts, Cultural and Sports Manager



Position Title: Academic, Arts, Cultural and Sports Manager

Responsible To: Warden

Supervision Of: Academic Tutors (casual student staff)

KEY RELATIONSHIPS/HONOKA MATUA:

Warden
College Senior Management
College Staff and Contractors.
College Residents
College Chaplain & Wider Anglican Church Community
University of Otago – CACLS, Departments, Support Services
Affiliated Colleges

Other Relationships: Board of Governors
College Fellows, Alumni and Former Residents
Emergency Services
Health & Social Service Agencies (local)

SELWYN COLLEGE VALUES/TE MARU PŪMANAWA TIKAKA

Selwyn College/ Te Maru Pūmanawa 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:

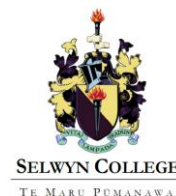
- *Community* – Selwyn is an inclusive community which demonstrates mutual care;
- *Education* – Selwyn provides an environment conducive to academic excellence and broad education;
- *Hauora/Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically.

POSITION PURPOSE/TE MAHI

The Academic, Arts, Cultural and Sports Manager is responsible to the Warden in assisting with the effective and efficient provision of a collegiate experience for residents of Te Maru Pūmanawa and the wider associated community. Core to this will be responsibility for

POSITION DESCRIPTION

Academic, Arts, Cultural and Sports Manager



coordinating the delivery of an effective academic, cultural, arts and sport programme including event organisation for residents and supporting with pastoral care.

The prime function includes:

- Providing strong leadership for Selwyn College residents, alongside the Warden and other senior staff, to ensure a sustained positive community and culture;
- Coordinating of the College's events and activities programme, with support of the Deputy Warden and other senior staff;
- Developing an atmosphere of academic excellence in the college through coordination of the College's academic programme;
- Assist the Warden and other senior staff with the provision of excellent pastoral care of residents;
- Understanding and nurturing the College's special character, culture and Anglican Church ethos, including its three tikanga foundations (Māori, Pasifika, Pakeha);
- Liaison with relevant University departments regarding resident scholastic matters;
- Assisting with the housing, safety and support of College residents and guests;
- Maximising technology opportunities to meet the College's needs (e.g. communication and residential management platforms);
- Adhering to all legislative requirements, including but not limited to Health and Safety, Pastoral Care and Privacy legislation.

ACCOUNTABILITIES/KĀ HAEPAPA:

Key Areas	Accountabilities and Actions
Duty Shift Coverage, Pastoral Support of Residents	<ul style="list-style-type: none">• Cover of duty shifts for Selwyn College.• Assist with evening security rounds and upholding the rules of the College with students and visitors.• Assist in ensuring the health and safety of college residents and guests.• Ensure all incidents involving the Selwyn student community, such as sickness, are recorded in the correct logs and reports.• Prepare end of shift reports, ensuring any incidents have been updated into both Starrez and via College communication channels.• Assist the College Warden / Tautiaki in providing pastoral care, discipline, and well-being of residents.
Academic, Cultural, Arts and Sports	<ul style="list-style-type: none">• Organise, supervise and support tutorial programmes for Selwyn College residents.• Follow up with students not attending tutorials.• Organise teams, venues, times and transportation for Selwyn teams into the sporting, cultural and arts programme for Selwyn College.• Communicate and coordinate with other colleges with which Selwyn College has these activities with.

POSITION DESCRIPTION

Academic, Arts, Cultural and Sports Manager



SELWYN COLLEGE
TE MARU PUMANAWA

	<ul style="list-style-type: none">• Assist with other events held for Selwyn College, including communicating with external organisations as needed.• Implement regular activities aligned with the College's values that promote and support positive community and culture.
Documentation, Technology and Compliance	<ul style="list-style-type: none">• Record and document all relevant or significant interactions with residents in StarRez, including escalation to the College Warden / Tautiaki when appropriate.• Communicate with the Selwyn College team via attending team meetings and using the College's current communication processes and systems.• Maintain good working knowledge of StarRez.• Maximise technology opportunities to meet college needs.• Adhere to all legislative requirements, including Health and Safety, privacy legislation and Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
Team and Project Support	<ul style="list-style-type: none">• Assist with the supervision of the Selwyn College Sub Warden / Kaiāwhina team.• Assist with routine college tasks, including the arrival and departure of residents, and other college events which may need assistance.

EXPECTED OUTCOMES/KĀ TUKUKA IHO

Expected outcomes of the position are achieved when:

- Support of excellence across the College's academic, art cultural and sport programmes and events;
- High-level of administration and organisation of related outputs as part of the College's academic, art, cultural and sport programmes;
- All resident members experience a respectful, caring and safe 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; and
- Confidentiality of residents is maintained, with any potential matters of a sensitive nature being reserved for communications with the Warden/Tautiaki and senior staff unless otherwise instructed.

PERSON SPECIFICATION/TOHU TĀKATA

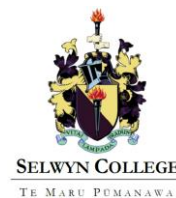
Experience/Knowledge/Wheako/Mātauraka

Essential

- Tertiary qualification or recognised qualification relevant to the role, or equivalent relevant experience.
- Experience in the tertiary sector and/or familiarity with a university/polytechnic education environment.
- Experience providing support to young adults in an academic or learning environment

POSITION DESCRIPTION

Academic, Arts, Cultural and Sports Manager



Preferred

- Experience working with young adults in a leadership role.
- Experience supporting young adults in a tertiary education setting.
- Experience addressing complex social situations involving young adults, including mental health, harassment and behavioural issues.
- Previous experience in a pastoral care or support role.

Skills/Pūkeka

Essential

- Knowledge in planning and organising events, workshops, or activities.
- Strong communication and interpersonal skills to build rapport with residents and staff.
- Empathy and understanding of the needs of residents in a tertiary setting
- An ability to quickly develop an understanding of residential collegiate life and the University environment and culture.
- Good leadership skills in guiding young academics within a scholastic living environment.
- Excellent organisational ability.
- Capacity to perform effectively and professionally in complex and challenging situations, including mental health and resident wellbeing incidents.
- Ability to liaise constructively with a wide range of academics.
- Ability to manage multiple tasks and priorities effectively, especially during busy periods.
- Competence in using software and technology (e.g., StarRez) to manage documentation and communications.

Attributes/Āhuataka

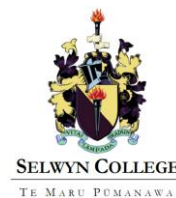
- Warm, caring and empathetic personality;
- Self-motivated and resourceful with initiative; and
- Flexible and adaptable

Special Requirements

- Hold a current, clean full driver's license.
- During the academic year, work hours generally include evenings and weekends. Outside of the academic year, shifts may move to daytime hours as required.
- Staff must comply with the Public Records Act 2005 and Privacy Act 2020, including participating in relevant training.
- Staff are also required to comply with the Children's Act 2014 and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, including undergoing police safety checks.

POSITION DESCRIPTION

Academic, Arts, Cultural and Sports Manager



OTHER RELEVANT INFORMATION

Health and Safety

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

Sustainability

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

PARTICULARS

<i>Position Type:</i>	Permanent Full Time (40 hours per week)
<i>Hours of Work:</i>	Proposed hours of 3pm – 11.30pm, Friday to Tuesday, during academic year; and adjusted outside semester time, e.g. 9am – 5pm, Monday to Friday
<i>Qualification(s):</i>	Relevant tertiary qualification(s)
<i>Remuneration:</i>	\$80,000 to \$90,000, Kiwisaver 4% Employer Contribution
<i>Annual Leave:</i>	Entitled to five weeks per annum
<i>Parking:</i>	An onsite car park is provided
<i>Catering:</i>	Meal provided during working hours/residential year
<i>Resources:</i>	Mobile phone and laptop provided