



**SELWYN COLLEGE**

TE MARU PUMANAWA

## **2021 Sub-Warden Application Pack**

### **INTRODUCTION**

Selwyn College, founded in 1893, was the first residential College established at the University of Otago. 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 events is encouraged. We aim to be a self-regulating community where residents are encouraged to treat each other with respect and consideration and to care for their community.

Selwyn College offers accommodation to almost 200 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**

The role of Sub-Warden is key in assisting to develop community and ensure a positive residential experience for members of the Selwyn community. This is achieved through strong leadership and role modelling.

The position of Sub-Warden is a challenging and demanding one which best suits those who:

- Have a genuine interest in student 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 commitments alongside academic studies;
- Have the capacity to monitor and attend to their own wellbeing.

### **KEY RESPONSIBILITIES**

Key responsibilities are outlined in the attached Position Description.

In addition to rostered duties and the pastoral support of residents, each Sub-Warden is allocated a portfolio to develop and manage in consultation with the Warden and Deputy Warden. Portfolios may vary each year, though have included for example, Sustainability, Community Outreach, Returner/Exie Liaison, Formal Occasions, etc.

## HOURS OF WORK

The role of Sub-Warden is a paid part-time position of 20 hours per week (40hrs per fortnight) for the period of the residential year and the two weeks prior (welfare 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.

Each year, senior staff closely support Sub Wardens to ensure their academic success is a priority. The College understands the required level of academic commitment by Sub Wardens, 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 position at Selwyn College.

The College has supported many Sub Warden's on placement over the years. Generally however, Sub Warden 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 and accommodation fees for 2021, further information will be available toward the end of July, once approved by the Board of Governors. Full detail will also be discussed during the interview process.

Any potential applicants seeking further clarification or wishing to discuss the matters mentioned above are welcome to contact the Warden prior to considering an application.

## TRAINING AND SUPPORT

Sub-Wardens will receive training and support throughout the year. A comprehensive *Welfare Team* training programme is scheduled for the two weeks prior to the 2021 residential year commencing on Monday 1 February. It is compulsory that all Sub-Warden's attend the training.

## APPLICATION PROCESS

Applications are invited from senior tertiary students.

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.
- **Resume** – Including the name and contact details of two referees (who know you in a professional capacity), indicating their relationship to you.

*Key Dates:*

Wednesday 22 July      Applications close.

Week of 27 July      Interviews conducted.

Week of 3 August      Offers made.

**Applications are to be emailed to the Warden, Luke McClelland. E: [luke.mcclelland@otago.ac.nz](mailto:luke.mcclelland@otago.ac.nz).**

## **FURTHER INFORMATION**

Selwyn College will not be hosting a formal information evening this year. Instead, interested applicants are strongly encouraged to contact the Warden to arrange a time to meet informally to discuss the opportunity.

Questions or requests for further information may also be directed to the Deputy Warden.

Corinne Phillips  
Deputy Warden, Tautiaki-Piki  
E: [corinne.phillips@otago.ac.nz](mailto:corinne.phillips@otago.ac.nz)  
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Luke McClelland  
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## SELWYN COLLEGE

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### POSITION DESCRIPTION

**POSITION TITLE:** Sub-Warden

**RESPONSIBLE TO:** The Warden  
Deputy Warden

**FUNCTIONAL RELATIONSHIPS:**

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

**SELWYN COLLEGE VALUES**

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
- *Wellbeing* - Selwyn develops the whole person, spiritually, mentally and physically

**POSITION PURPOSE**

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**

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

*Community & Wellbeing*

- Facilitate and foster community spirit;
- 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 Deputy Warden and Warden, 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 Deputy Warden and/or Night Porter of any relevant matters during the evening;
- Acting as the first point of contact for the Night Porter and other staff to report incidents;
- Open/lock gates, patrol of College buildings and manage the security system as required;
- Report any property (eg damage or maintenance) or domestic (eg 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 the Warden or Deputy Warden;
- Complete any reports or other documentation as required by the Deputy Warden or Warden;
- 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 the Warden or Deputy Warden.

## **TRAINING & SUPPORT**

- 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 the Deputy Warden or other such activities as requested.

## **EXPECTED OUTCOMES**

Expected outcomes of the position are achieved when:

- Objectives and procedures as set out in the *Welfare Team Handbook* are met;
- Duties are completed in a timely and effective manner, without the need for close supervision;
- Community spirit within the College is being fostered;
- Confidentiality of residents is maintained, with matters of a sensitive nature being reserved for communications with Warden and Senior Management Team 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 Welfare 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, Ski trip and other such activities.

- Presiding at High Table during the evening meal, alongside or in the absence of the Warden or Deputy Warden. Assisting catering staff with activities in Brother's Hall (or similar) when asked.

## **PERSON SPECIFICATION**

### *Experience/Knowledge*

- 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*

- Excellent organisational ability;
- Ability to engage and maintain good human relationships;
- Ability and willingness 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*

- Warm, caring and empathetic personality;
- Ability to exercise sound judgment including judgment 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.