



SELWYN COLLEGE

TE MARU PUMANAWA

2023 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 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.

Traditionally, Sub-Wardens have lived onsite as members of the College community. Whilst this remains the preferred option, an alternative, which may suit applicants seeking greater independent living, is to consider the role as a “live-out” Sub-Warden.

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 other senior staff. Portfolios

may vary each year, though have included for example, Sustainability, Community Outreach, Returner/Exie Liaison, Māori/Pasifika, Wellbeing, SCSA Committee support, 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.

For applicants interested in the role as a 'live-out' Sub-Warden, hours of work will be for a set number of rostered shifts per week. Additional shifts may be provided as needed, for example extra staffing for a College event, or to cover Sub-Warden leave.

With respect to remuneration and accommodation fees for 2023, this will be confirmed, once approved by the Board of Governors, toward the end of July.

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 2023 residential year (likely commencing Tues 7 February, tbc). 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.

The recruitment process, including acceptance of applications, interviews and appointments, will occur on a rolling basis between mid-May and mid-July. Applications can be submitted at any time.

Please email applications to Jess Gould, Deputy Warden. E: jessica.gould@otago.ac.nz. Applicants of interest will be contacted by the Deputy Warden to arrange an interview.

FURTHER INFORMATION

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 an application.

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SELWYN COLLEGE

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POSITION DESCRIPTION

POSITION TITLE: Sub-Warden

RESPONSIBLE TO: The Warden
Deputy Warden
Assistant 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 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 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 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

- 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

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 senior college staff. 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.