



## Newman College

### Position Description

<b>Position Title:</b>	Dean of Studies
<b>Employment Status:</b>	Full-time - Residential
<b>Reporting to:</b>	Provost
<b>Direct Reports:</b>	Nil
<b>Date:</b>	Revised June 2024

#### 1. MISSION OF THE COLLEGE

Newman College is a Roman Catholic co-educational residential College affiliated with the University of Melbourne. The Society of Jesus, the Jesuits, are responsible for the administration of the College.

#### 2. VALUES

The College's fundamental purpose is to foster the intellectual, ethical and spiritual life of its members, to enable them to become effective leaders in the community, mature in faith and committed to justice. The College seeks to assist its members in achieving the highest standards in their personal lives, in their studies and in the professions they will enter, standards based on Catholic and Jesuit values and showing a genuine compassion and respect for others.

#### 3. STANDARDS

As Newman College espouses the humane, religious, and cultural values of the Roman Catholic Church, it seeks a commitment from its members to these values both during their time in College and University and in later life. The College expects its members to aim for the highest standards in scholarship and excellence in their endeavors, to enable them to occupy in later life a position in the professions, business, public life, and research, in keeping with their God-given competencies. The College will assist its members to achieve this through the quality of its academic support and tutorials, pastoral guidance, and the encouragement of its members to community service to assist those in need.

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#### 4. ORGANISATION CONTEXT

The Society of Jesus is responsible for the administration of the College. The 1925 Agreement ('Pact') between the Archdiocese of Melbourne and the Society of Jesus concerning the administration of Newman College was most recently renewed in 2012. Opened in 1918, the College now has around 280 residential students – undergraduate and graduate, drawn from metropolitan and regional Victoria, interstate and overseas. Staff currently in residence at the College include, the Provost, the Deputy Provost, the Dean of Students, the Dean of Studies, the Rector, and the Jesuit Community.

The administration, finance, discipline, general welfare, and studies of the College are overseen by the College Provost who is appointed by the Archbishop of Melbourne upon the recommendation of the Provincial Superior of the Society of Jesus and in consultation with the College Council. The Provost administers the College subject to the rules and regulations drawn up in accordance with the Catholic and Jesuit ethos and tradition and approved by the Rector, the Archbishop, and the Council of the College.

#### 5. THE SCOPE OF THE POSITION

The Dean of Studies holds a senior leadership position in the structure of the College and the life of the community. Reporting to the Provost, the focus of the role is on the provision of quality academic and career enrichment programmes for the accompaniment of the students during their university studies.

As a member of the College Senior Leadership Team (SLT) comprising the Rector, the Provost, the Deputy Provost, the Dean of Students and the Director of Facilities and Operations, ensure the general welfare and pastoral care (including discipline) of the students is managed effectively and maintained at the highest level.

The role requires certain flexibility in attitude and work patterns to accommodate the variety in the cycle of the academic year and the fact that this is a residential community.

The Dean is expected to support the values expressed in the College Statement of Purposes (pg 6) and Mission Statement (pg 8) [Newman College - Newman College Handbook (unimelb.edu.au)] which are reviewed from time to time. The Dean of Studies may be called upon to represent the College at University or Inter-Collegiate events, and presence at key College occasions is expected.

#### 6. KEY ACCOUNTABILITIES

##### 1. Academic

- Leads, maintains and enhances the academic ethos of the College, with an emphasis on balanced education and all-round excellence.
- Is responsible for the overall running of the College's academic support, which fosters the intellectual life of the community.
- Develops and coordinates the tutorial programme, which involves interviewing, selecting, training, supervising and assessing the tutors, assuring the quality of the content, as well as monitoring student attendance and engagement with tutorials.
- Monitors students' progress in their studies, providing appropriate encouragement and assistance.
- Provides guidance to students in the area of course selection and handling problems encountered in this area (e.g., change of subject, course study plans, deferral, academic adjustment plans and special consideration).

- Develops and coordinates academic and career enrichment programmes which may include, but are not limited to, academic advice sessions (academic skills and career-readiness sessions etc.), outreach programmes, discipline-specific lectures, faculty dinners and professional opportunities for students to engage with Newman alumni in their desired career pathway.
- Oversees the student leaders of the Senior Common Room (SCR) Executive with the necessary training, support, and appraisal process in their role as scholars and academic mentors within the student community.

## **2. Pastoral Care**

- Maintains close knowledge of the JCR and SCR students' academic engagement with College and University life, to be able to identify potential performance issues at an early stage and actively address them.
- Collaborates with other members of the SLT to ensure that the general welfare and pastoral care (including discipline) of students is managed effectively.
- Is a point of reference for students in case of emergency in relation to health and informs the Provost, the Rector, and any relevant members of the SLT of students at risk.
- Helps secure, in collaboration with other members of the College SLT, including by disciplinary measures where necessary, behaviour in line with College rules, consistent with young adults living together in a residential academic community.
- Collaborates with the SLT in upholding College and Inter-collegiate policies on alcohol, parties, behaviour at sporting events, and similar issues.
- Oversees the SCR Executive leaders in the running of College community events (spiritual, cultural, sporting, intellectual, community service etc.) as appropriate, e.g., the Michael Scott Art Prize, the Peter Steele Poetry and Prose Prize and the Peter L'Estrange Music Prize.
- Assists and liaises with the SCR Executive in their role of pastoral care of SCR students.
- Guides the SCR Executive leaders in matters of dispute resolution and discipline.

## **3. Leadership and Management**

- Provides input, as a member of the SLT, on strategic issues in the College's efforts to achieve its mission and affirm its Catholic and Jesuit identity.
- Collaborates in the implementation of a welcoming, safe and respectful culture and environment consistent with the institution's rules and expectations and College SAFE Policies & Procedures
- Leads the student community by example by providing encouragement and co-operation among students and staff and the community at large.
- Is expected to be present and participate at meals in the College Dining Room to foster relationships with students to build community.
- Assists with hospitality to University visitors and other guests especially during the academic semester (at formal dinners and special functions)
- Develops working relationships with relevant individuals within Universities, residential colleges, Catholic and Jesuit ministries, locally, regionally, and internationally.
- Assists in the planning and implementation of marketing initiatives of the College.

## **4. General Administration**

- Collaborates with other members of the SLT to prepare, lead, and implement the undergraduate and graduate Welcome and Orientation programs.
- Assists the Provost, the Deputy Provost and relevant staff to develop, coordinate and implement policies and programs for the College community.

- Assists the Provost, Deputy Provost and the Admissions Officer in the student applications and admissions process
- Management of scholarships and bursaries recipients; ensuring academic standards and acknowledgement of benefactors.
- Is responsible, in collaboration with the SLT, for the annual revision of the College, SCR and Tutor Handbooks, and the annual College Calendar.
- Is responsible for the design, implementation, and management of the SCR Mentoring Programme.

## 7. KEY SELECTION CRITERIA

- Demonstrated experience in the design, development, and execution of university academic and career enrichment programmes.
- Minimum of 2 years' experience in the higher education sector, or in a similar senior management role in secondary education.
- Excellent leadership, communication and interpersonal skills that demonstrate adaptability, innovation, and resilience.
- Demonstrated capacity to work as a member of the College Senior Leadership Team to achieve strategic outcomes.
- Comprehensive understanding of the tertiary education landscape in Australia and internationally.
- High level of organisational and time management skills with a proven ability to supervise, motivate and mentor staff.
- High capacity to build community through the creation of interpersonal relationships with students.
- Advanced working knowledge of various IT platforms, including, but not limited to, Microsoft Teams, Synergetic and Cognito forms.
- Sound written and verbal communication skills, including experience in public speaking.
- An openness to implement the College's Catholic and Jesuit ethos to foster the intellectual, spiritual, and ethical development of the community

## 8. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, and fully understand the position description Dean of Studies I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_