



ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

POSITION:	DEAN OF GRADUATE HOUSE
POSITION TYPE:	Permanent part-time OR full-time – this will depend upon the jointly agreed requirements of the successful candidate and the College
REPORTS TO:	Head of College
LOCATION:	Residing and working at St Paul's College 9 City Road, Camperdown, NSW 2050
OBJECTIVES:	<ul style="list-style-type: none"> To lead, establish and nurture the new residential academic community of St Paul's College Graduate House which is intelligent, respectful, dynamic and inclusive
SPECIFIC ACCOUNTABILITIES:	<ul style="list-style-type: none"> To develop the community vision and business plan for the new Graduate House To bridge University and College life by building strong connections between Graduate House and the University at the academic and professional levels To promote Graduate House as a preferred destination for local, national and international students and academics To maximise the educational and professional value of diverse research and professional degree students in residence To open Graduate House in January-February 2019 at full occupancy To work with the Senior Tutor and other College staff to enhance the wider St Paul's College academic programme To facilitate academic visitors to Graduate House and the College To support the wider aims of the College
OTHER ACCOUNTABILITIES:	<ul style="list-style-type: none"> Actively lead a relational residential community through the promotion of community-building activities across all relevant disciplines, including academic, intellectual, cultural, sporting, spiritual, service, social and other kinds of activities Participate in the effective promotion of Graduate House to potential applicants and groups and encourage the best possible stream of diverse applicants Build relationships with key stakeholders across the University, including with the central administration, Faculty Deans, senior academics, Centres and Institutes, the accommodation office, and other relevant parts of the University Develop a dedicated staff and residential team for Graduate House and work with wider College staff as required Assist in promoting Graduate House as a venue for conferences and events as appropriate Comply with the ethos of the College in accordance with its policies and codes of behavior, and by living its values every day

	<ul style="list-style-type: none"> • Exercise sound, expert independent judgment within general policy guidelines • Provide clear, concise and comprehensive reports, correspondence and other written materials as required • Attend staff meetings when required
PROFESSIONAL EXPERIENCE:	<ul style="list-style-type: none"> • Appropriate standing and credentials across the wider academic environment, most likely a PhD qualification and academic publications • Successful leadership and management experience in an educational institution • Experience and proven ability in building communities, academic programmes and/or businesses will be highly regarded • Strong personal interest in the education of young people in the University and College context • Ability to provide effective leadership across academic and extra-curricular activities • Demonstrable financial and business acumen and a track record of managing budgets and teams • Excellent interpersonal, public speaking and communication skills • Proven strength in communication at all levels of an organisation • Experience in both internal and external advocacy for an organisation in a complex environment
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Strongly supportive of the College's values, purpose and faith tradition • Of Godly character, demonstrating kindness, gentleness, humility, honesty, courage and generosity of spirit • Persuasive leader, able to inspire and motivate staff, students, supporters and opinion formers • Creative intellect and strategic thinker, with the ability to solve complex problems, encourage and support innovation, and build a robust case for development • Empowering, values-driven leadership approach that facilitates effective engagement and relationship-building at all levels of the organisation and with external stakeholders • High level of emotional intelligence and strong sense of integrity and empathy • Good resilience and strength of character in the face of challenges • Meticulous attention to detail and accuracy in work • Ability to handle sensitive information with absolute confidentiality • Demonstrated initiative, with proactive, "can do" attitude • Ability to establish and meet deadlines
KEY WORKING RELATIONSHIPS:	<ul style="list-style-type: none"> • Head of College • Deputy Head of College • Senior Tutor • Sub-Warden • Chaplain • General Manager - Hospitality

Dated: May 2018