



# ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

<b>Position:</b>	<b>Vice Warden</b>
<b>Position Type:</b>	Full-time
<b>Reports To:</b>	Warden
<b>Location:</b>	Residing (at a minimum during University Semester periods) and working at St Paul's College, 9 City Road, Camperdown, NSW 2050
<b>Objective:</b>	To deputise for the Warden and take responsibility for overseeing, supporting, and providing effective leadership of the residential life of St Paul's College as a respectful, dynamic, safe and inclusive academic community. The Vice Warden should be an active and approachable presence in College life, regularly involved in student and community activities.
<b>Specific Accountabilities:</b>	<p>Supporting the Warden with the effective leadership, management and administration of the College – with particular responsibility for the residential life of the community.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"><li>• To be a member of the senior management team of the College, contributing to the strategic direction and management of the College.</li><li>• To implement the College's strategy including that the vision, values and graduate attributes are achieved</li><li>• Working closely with other staff, to promote St Paul's College as a preferred destination for students of diverse backgrounds from metropolitan and non-metropolitan NSW, inter-state, and overseas.</li><li>• Oversee and manage the residential life of the College in conjunction with the Deans of both the undergraduate and graduate communities.</li><li>• To lead the residential staff team in a collaborative and effective way.</li><li>• To work closely with and mentor student leaders.</li><li>• Get to know and provide pastoral care for students across the College in collaboration with the other student facing staff.</li><li>• Be actively involved in the daily life of the College, maintaining a visible and approachable presence within the student and wider College community, including through having most meals in Hall and supporting student activities.</li></ul>



## ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

	<ul style="list-style-type: none"> <li>• To engage with all students in the community</li> <li>• Working closely with the Senior Tutor and Registrar, to ensure the academic ethos of the College is strong, with effective academic support to help students achieve their academic potential.</li> <li>• To support cultural, sporting, intellectual, spiritual, community service and social activities within the College.</li> <li>• Working closely with the Deans, Chaplain, Senior Tutor, Peer Support Leaders, and others, to ensure effective pastoral care of the College.</li> <li>• To uphold the Anglican ethos of the College whilst supporting students of diverse faiths and of none.</li> <li>• Working with relevant staff, to ensure the appropriate handling of discipline issues within the College, including adherence to the Code of Conduct and other student-related policies.</li> <li>• Working with Deans to ensure College events are risk managed appropriately, overseeing the logistics and ensuring the preservation of College assets.</li> <li>• Participation in the recruitment and selection of outstanding students for the College</li> <li>• Support and encourage collegiality between the College's undergraduate and graduate communities.</li> <li>• To contribute to alumni and other stakeholder engagement including some advancement (fundraising) activities.</li> <li>• To represent the College and the Warden in various contexts (including within the wider University and with other colleges) as requested by the Warden.</li> </ul>
<b>Professional Experience and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Appropriate academic qualifications.</li> <li>• Experience in residential settings in student facing leadership roles.</li> <li>• Demonstrated leadership and management experience at a senior level, including in the area of cultural renewal.</li> <li>• Experience of residential life, and in particular experience and proven ability in managing the academic, social and community aspects of a college of young adults and/or building communities and educational programmes.</li> <li>• An understanding of, and commitment to, compliance with Occupational Work Health and Safety requirements.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• A practising Christian of godly character</li> </ul>



## ST PAUL'S COLLEGE

WITHIN THE UNIVERSITY OF SYDNEY

	<ul style="list-style-type: none"> <li>• Supportive of the College's purpose, vision and values, particularly as a residential academic community and Anglican faith tradition.</li> <li>• Strong personal commitment to, and interest in, the education and development of young people in the University and College context.</li> <li>• Commitment to a culture of respect, inclusion, and safety; to respect and dignity for all.</li> <li>• Approachable and visible within the College community, with a genuine interest in daily student life and engagement, balancing strategic leadership with hands on involvement.</li> <li>• A willingness to contribute to the effective operation of all areas of the College, to ensure the best possible experience for all.</li> <li>• Excellent interpersonal, public speaking and communication (written and oral) skills.</li> <li>• The highest personal qualities of integrity, collegiality, judgement and diplomacy.</li> <li>• Persuasive leader, able to inspire and motivate staff, students, supporters and opinion formers.</li> <li>• Collegial and collaborative, empowering, values-driven leadership approach that facilitates effective engagement and relationship-building at all levels of the College and with external stakeholders.</li> <li>• Demonstrated initiative, with proactive, "can do" attitude.</li> <li>• Good resilience and strength of character in the face of challenges.</li> <li>• Ability to handle sensitive information with absolute confidentiality.</li> </ul>
<b>Key Working Relationships:</b>	<p>Reports to the Warden.</p> <p>Strong working relationships with:</p> <ul style="list-style-type: none"> <li>• Deans</li> <li>• Chaplain</li> <li>• Senior Tutor</li> <li>• Director of Finance and Operations</li> <li>• Junior Deans, Peer Support Leaders and CDOs</li> <li>• Students' Club / MCR</li> <li>• Other College staff</li> </ul>