



Deputy Principal of Janet Clarke Hall, The University of Melbourne

Fixed term contract (5 years)

Type of Employment: Full-time

Normal Working Hours: 37.5 per week (9am – 5pm on Monday to Friday) plus some OOH requirements

Managed by: The Principal / CEO

Location: Parkville, Melbourne (Narm)

Remuneration: Base salary of \$145,000 per annum + 11.5% superannuation, plus on-site accommodation

Janet Clarke Hall

Janet Clarke Hall is a residential College of and within the University of Melbourne. Founded in 1886 as the 'Trinity Hostel', the College was the first residential college for women in Australia and amongst the first in the world. Co-educational since 1973, the College now provides a sector-leading residential experience with a distinctive culture focussed on the personal, intellectual, and civic development of our students.

The Janet Clarke Hall community is distinguished by academic excellence; intellectual curiosity; thoughtfulness; respect for others; individual expression; and commitment to social justice. Founded in the Anglican tradition, the College welcomes people of all faiths and none.

In 2024, the College's new *Strategic Plan 2024-2029* articulated the bold ambition to become Australia's first need-blind residential college, meeting 100% of demonstrated financial need and offering sector-leading transformative residential opportunities to the most promising young people in Australia and beyond, regardless of socio-economic background. To support this work, the College has recently appointed a Director of Advancement and aims to significantly increase philanthropic support in the coming years.

The College provides a close-knit, safe, and supportive environment for our 96 undergraduate and postgraduate students to live, learn, and grow. This includes accommodation on campus, shared

facilities, and participation in a wide variety of extra-curricular activities, including student-run clubs and societies.

Students benefit from an enhanced university experience with strong academic support through small group tutorials, academic consultations, and pastoral care. They also benefit from living and working alongside visiting scholars and creatives and participating in regular cultural events with academic and community leaders.

The College draws students from around Australia and overseas. At least 85% of the College's students attend the University of Melbourne, though its statute of affiliation allows for up to 15% to attend RMIT or Monash University's Faculty of Pharmacy and Pharmaceutical Sciences (Parkville campus).

The College is an Australian Public Company, Limited by Guarantee and registered with the Australian Charities and Not-for-Profits Commission. It is led and managed by the Principal / CEO and governed by the Council, supported by a Finance, Investment and Audit Committee, Governance and Nominations Committee, and Advancement Committee.

The College employs 4 full-time staff, 11 part-time staff, 6 Resident Duty Tutors, and up to 50 Non-Resident Academic Tutors.

Position Overview

The resident Deputy Principal works closely with the non-resident Principal / CEO and other members of staff to provide leadership in all areas of College life.

The Deputy Principal is the line manager of the Dean of Studies, College Administrator, Facilities Manager, and Librarian and Archives Officer. The Resident Duty Tutors of the College also report directly to the Deputy Principal in matters relating to their pastoral work with students. The Deputy Principal works closely with these staff members, ensuring that they have opportunities for professional development whilst also ensuring that they are adequately trained, resourced, and able to meet the requirements of the roles.

The Deputy Principal, along with the Dean of Studies, has responsibility for the provision of pastoral support to our 96 undergraduate and postgraduate students, including providing appropriate signposting to external sources of specialist support where appropriate. The Deputy Principal ensures best practice in student case management, including appropriate record keeping, timely communication with students, risk assessment, and information sharing within the staff team where necessary.

The Deputy Principal is responsible for the maintenance of good order and appropriate conduct within the College, ensuring that our adult students are accountable for their actions in accordance with the Student Code of Conduct, other College and Intercollegiate policies, and the guidelines provided in the Student Handbook.

The Deputy Principal assumes responsibility for the on-site leadership of the College in the occasional absence of the Principal / CEO, including during significant periods of leave such as the Principal / CEO's sabbatical leave.

From time to time, the Deputy Principal may be called upon to assume some of the duties of other managers in their short-term absence.

The Deputy Principal is required, as a condition of their employment, to live on-site in

Parkville. Living accommodation with two bedrooms plus office / study or third bedroom and on-site car parking is provided, together with utilities, internet, local telephone calls, and meals in the College Dining Hall (21 per week).

Role requirements and key duties

Community life and pastoral care

The Deputy Principal will:

- focus in particular upon the personal formation of students, and the wellbeing of the College as a whole;
- keep the Principal informed as appropriate on all matters pertaining to the pastoral, social, and disciplinary life of the College;
- manage the day-to-day activities of the social and pastoral programs of Janet Clarke Hall, ensuring that Resident Duty Tutors, students, and staff are assisted in nurturing a caring and supportive environment as laid out in the College Handbook;
- coordinate the College's mentoring program, ensuring that all students in their first year of residence meet with a Resident Duty Tutor at least twice each semester, and that tutors provide written reports on the meetings;
- work closely with Student Club leaders to ensure that the ethos, values and shared practices of Janet Clarke Hall are upheld within the student body;
- ensure that they, and other members of staff, adhere to best practice in student case management, including appropriate record keeping, escalation protocols, timely communication, and data protection;
- ensure that all Resident Duty Tutors and students are aware of, and act in accordance with, relevant policies and procedures including the College's Code of Conduct, the Intercollegiate SAFE Policies, and the College's Under 18 Persons Safe Standards Code of Conduct. The Deputy Principal will ensure that such policies are updated to comply with current College and government regulations and review in accordance with good practice as required;
- provide leadership through their visibility, wherever possible, at student cultural, social and sporting events;
- along with the Principal / CEO and Dean of Studies, provide rostered Senior Back-up cover to Resident Duty Tutors in case of emergencies over weekends;
- direct and coordinate the College's pastoral care response to ensure the wellbeing of students at all times; and
- preside at High Table during semester time as requested or in the absence of the Principal, attending other dinners and College events as appropriate.

Management and support of direct reports and Residential Duty Tutors

The Deputy Principal will:

- provide effective line-management of the Dean of Studies, College Administrator, Facilities Manager, and Librarian and Archives Officer, including through regular meetings, the agreement of appropriate KPIs, and annual APRs.
- advertise for and interview prospective Resident Duty Tutors and appoint them with the approval of the Principal;
- coordinate the College's Resident Duty Tutor training program;

- chair Resident Duty Tutors' Meetings fortnightly;
- oversee the work of the Resident Duty Tutors in matters relating to their pastoral work with students, and assisting them in managing and recording their hours worked via fortnightly timesheets effective line-management of the Dean of Studies, College Administrator, Facilities Manager, Librarian and Archives Officer;
- construct and coordinate the Resident Duty Tutor Roster, ensuring that adequate supervision is provided by Resident Duty Tutors posted on duty throughout the year; and
- prepare and revise the Resident Duty Tutor Handbook annually.

Marketing and promotional work

The Deputy Principal will:

- represent the College at promotional events including through visits to schools within Victoria and interstate as requested;
- coordinate the College's Open Day programme in consultation with staff and students, ensuring Resident Duty Tutor and student participation in this and other occasional promotional events as appropriate; and
- work to enhance the general reputation of the College within the wider community, including through public speaking engagements and similar opportunities.

Student and College Administration

The Deputy Principal will:

- participate in student admissions interviews along with the Principal / CEO and Dean of Studies;
- take responsibility, as appropriate, for the day-to-day management of the College, including through administration and supervision of the College Workscheme Programme and, on occasion and in the absence of the Facilities Manager, by engaging subcontractors as appropriate;
- represent the College in intercollegiate settings including the Deans and Deputies Group, as the Principal's representative at Heads of Colleges meetings if requested, and at all meetings of College Council and relevant Council Subcommittees;
- work in consultation with the Business Manager and Principal / CEO in the preparation of budgets and expenditure relating to the areas of catering, student events including Orientation, fire training, pastoral care and Resident Duty Tutor training, professional development and approving professional development expenditure;
- sign off and approve payroll fortnightly and other payments as they become due;
- allocate rooms to new students and oversee the room choice system for returning students;
- work with the Principal / CEO in conducting the College's Orientation and Leadership Training Programs for students and staff;

- be available for student appointments during office hours and occasionally outside of office hours (in urgent or emergency situations only) to discuss pastoral matters, signposting students to other appropriate sources of assistance;
- prepare and revise the Student Handbook annually;
- conduct and engage actively in staff meetings and training;
- contribute to staff and senior leadership team meetings;
- maintain current Police Check and Working with Children Check; and
- chair the following groups: Resident Duty Tutors' meetings (fortnightly); Catering Forum (once per semester); and others (as required).

Occupational Health and Safety

The Deputy Principal will:

- assist in the supervision of Occupational Health and Safety within the College, including with regards to the College Kitchen; and
- serve as Chief Fire Warden of the College, organising the Fire Warden scheme and training in Fire Safety.

Person Specification

The successful candidate will possess the following:

At least a Bachelor's level degree

In addition, a postgraduate degree or other higher qualification would be an advantage.

Educational leadership experience

Proven experience in leadership roles, preferably within a university, school, or other educational institution. Ability to guide and mentor students to achieve academic excellence.

Experience in residential college communities

Experience working in or managing a residential college or student accommodation environment, with a focus on integrating academic and residential life.

Strong communication skills

Excellent written and verbal communication skills. Ability to engage with a wide range of stakeholders, including students, faculty, staff, Council members, alumni, and external partners.

Commitment to student wellbeing

A deep commitment to the holistic development and wellbeing of young people, with experience in providing student support and creating a positive living-learning environment.

Strategic thinking and vision

Ability to contribute to the development and implementation of strategic plans that align with the College's mission and values, enhancing its educational and residential experiences.

Cultural sensitivity and inclusivity

Strong understanding of diversity and inclusion principles, with experience in fostering an inclusive environment that respects and values diverse backgrounds, perspectives, and experiences.

Operational and managerial skills

Experience in record-keeping and managing budgets, resources, and staff, with a focus on ensuring smooth daily operations of the college. Strong organizational skills and attention to detail.

Conflict resolution and problem-solving

Proven ability to manage and resolve conflicts effectively, ensuring a productive environment for students and staff. Courage and tact to initiate difficult management conversations when necessary. Strong critical thinking and decision-making capabilities.

Academic integrity and governance

Knowledge of higher education policies and academic integrity principles. Ability to uphold and promote the College's academic standards and governance structures.

Team collaboration and leadership

Proven ability to lead and collaborate within multidisciplinary teams. Strong interpersonal skills to foster a cooperative and supportive work environment.

Commitment to sustainability and wellbeing

Dedication to promoting sustainable practices and student wellbeing initiatives, with experience in developing policies or programs that support mental health, work-life balance, and environmental sustainability.

Technological proficiency

Familiarity with modern technologies that support educational and administrative functions, including student management systems, learning platforms, and data analysis tools.

A desire to be a visible part of the College community

Willingness to attend College and student events (sports matches, concerts, plays, alumni events, etc.) outside of normal working hours to foster a sense of community, camaraderie, and support.

Hours of Work

The College's normal hours of work are between 9am – 5pm on Monday to Friday. The Deputy Principal will also be required for some regular commitments outside of these hours, including weekly Formal Hall, fortnightly Resident Duty Tutors' Meetings, and Council meetings (6 x per academic year). Time-in-lieu may be claimed for hours worked outside 9am – 5pm on Monday to Friday.

The Deputy Principal will be available, unless by arrangement with the Principal / CEO, for the main academic periods. Annual Leave and Long Service Leave will be taken by prior agreement with the Principal / CEO, normally outside of semester time.

At Janet Clarke Hall, we respect the right of staff to disconnect from work-related communications outside of regular working hours to safeguard their physical and mental health and wellbeing. This is particularly important for resident staff. The College's *Protocol on the Right of Staff to Disconnect* makes it clear that staff are not expected to respond to work-related communications outside their regular working hours unless in emergency or exceptional situations. Additionally, students are encouraged to understand and respect that resident members of staff are entitled to a private life and are not expected to be contactable outside of their working hours unless in emergency or exceptional situations.

Remuneration and benefits

- base salary of \$145,000 per annum plus 11.5% superannuation;
- living accommodation with two bedrooms plus office / study or third bedroom, including utilities (gas, electricity, water, telephone, internet);
- secure car parking on the College site for up to two vehicles;
- meals in College Dining Hall (21 per week);
- subsidised membership of Melbourne University Sport and associated facilities; and
- training and continuing professional development costs of up to a maximum of \$5,000 per financial year.

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Please note that applicants must have permanent work rights in Australia with no restrictions. The College is not able to sponsor a work visa for this role.

The successful applicant must provide a current Working With Children Check (Employee) prior to commencing in the role.

Candidates are requested to send a CV and covering letter detailing their relevant experience and how they meet the person specification to employment@jch.unimelb.edu.au no later than 12 noon on Friday 24th January 2025. Shortlisted candidates will be invited to attend the first stage of a multi-stage interview process during W/C 3rd February 2025.

If you wish to have a confidential and informal conversation about this role at Janet Clarke Hall, please contact the Principal / CEO, Dr Eleanor Spencer-Regan at principal@jch.unimelb.edu.au or the Chair of Council, Ms Clare Pullar at chair@jch.unimelb.edu.au