

SELWYN COLLEGE

WARDEN VACANCY

INFORMATION FOR APPLICANTS

Applications for the position of Warden close on Wednesday 11 January 2012, and should be submitted to:

Selwyn College Warden Application
Impact Accounting & Consulting Ltd,
PO Box 1386,
Dunedin 9054
Lindsay.Dey@impactconsulting.co.nz

Application Details

Applications must include:

A detailed curriculum vitae;

A personal statement demonstrating the applicant's ability to meet the requirements of the Job Description, the Key Accountabilities, and the Person Specification provided;

The names and contact details of either two or three referees who will be willing to discuss the candidate's suitability for appointment in a confidential discussion with a member or members of the appointments panel.

Applications may include:

Open references;

Other brief supporting material suitable for copying to members of the appointments panel.

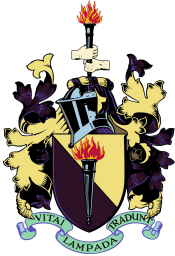
No material will be able to be returned.

Expected Interview Details

Advance notice is given that for those selected for interview it is anticipated that formal interviews will take place in Dunedin on 23 January 2012. Candidates are also likely to be invited to be available that day, and the day prior, for meetings with key persons and groups associated with the College.

Address: 560 Castle St, Dunedin New Zealand *Telephone:* +64 3 477 3326 *Fax:* +64 3 477 9926

Email: warden.selwyn@otago.ac.nz bursar.selwyn@otago.ac.nz admin.selwyn@otago.ac.nz



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Because of the residence requirement and the level of commitment to the life of the College expected of the Warden, if the candidate has a husband, wife or partner, it is likely to be valuable if that person is also available in Dunedin during the interview process.

Because of the commitments of members of the interview panel, flexibility in relation to interview arrangements is likely to be limited.

COLLEGE DESCRIPTION

Founded in 1893, Selwyn College draws on a wealth of tradition, including its continuing association with the Anglican Church, while being a leader as a modern Hall of Residence. Selwyn is committed to providing the highest possible quality of community life to around 160 male and female undergraduate students annually.

The College has a tradition of hard work and high achievement, of good fun and strong friendships. High value is placed on personal integrity, consideration and respect for others, and on striving for excellence in all areas. Selwyn has a consistently high rate of applications and so is able to select students of an exceptional standard to be resident in the College.

Set around a beautiful quadrangle, the College has retained its original buildings while developing modern facilities. The quadrangle, together with the oak-panelled *Brothers' Hall* (dining room) and the *Catacombs* common room are focal points of College life.

The College provides a formal tutorial programme which, along with the careful balancing of opportunities for study with other aspects of College life, contributes to the exceptional record of academic success among Selwyn students.

Approximately one third of residents are students who return to College for a second year, thus ensuring that unique traditions such as the Leith Run, the infamous Selwyn Ballet and the "21ster's Ball" are sustained. Above all "returners" ensure that new members join an ongoing community of people committed to the College and all it stands for.

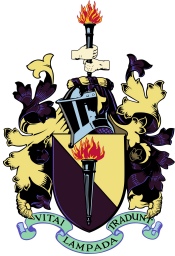
The care and safety of residents is ensured through a combination of Sub-Wardens, Senior Residents and Night Porters, all of whom are responsible to the Warden. Where possible post-graduate students and visiting scholars are included in the life of the College to add to the depth and variety of its life.

Students are accommodated in single rooms. Because of the age of the College buildings these vary somewhat in size and condition. The College seeks to continually upgrade rooms to meet the expectations of the contemporary student. The buildings are maintained by a full time Property Manager.

Working with the College Foundation, the Board is planning for the upgrade of the College's historic buildings and exploring further development on the College site, which is immediately adjacent to the main University campus.

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The College serves three meals a day from its on-site kitchen, which also provides catering for many special occasions and events during the year, including formal dinners. The College's high standard of catering has been recognised throughout the University and beyond.

Social activity is principally organised by the Selwyn College Students' Association, the committee of which is elected at the end of each year for the next year. The College enjoys an historic and intense (but usually good humoured) rivalry with Knox College, competing against it in a thirteen code sporting competition (the Cameron Shield) and an eleven code cultural competition (the Nevill Cup). A sporting and cultural exchange takes place each year with College House in Christchurch. Regular events also include two formal Balls and an annual Ski Trip, and there are numerous less formal events making for a busy year.

APPOINTMENT DETAILS

The position is available immediately, with the ideal arrangement being that the new Warden would be free to start at the College no later than mid-February 2012, before students return. However, it is recognised that the appointee may well have obligations to provide notice to their existing employer and the interim arrangements in place will allow a later start date to be negotiated with the successful applicant.

The draft Position Description, Key Accountabilities and Person Specification are set out below. These provisions and Key Performance Indicators will be finalised with the appointee for incorporation into the employment agreement.

The Warden will be required to live in the Warden's Lodge in the College grounds. The Warden and his or her family are entitled to meals in the College's dining hall.

The salary, benefits and detailed employment terms will be negotiated with the successful applicant, but can be expected to be comparable with the arrangements available at other Colleges at the University of Otago.

It may be noted that while many previous Wardens have been ordained in the Anglican Church, ordination in, or membership of, the Anglican Church are not requirements of the position. The appointee will however be expected to be in full sympathy with the special character of the College.

POSITION DESCRIPTION

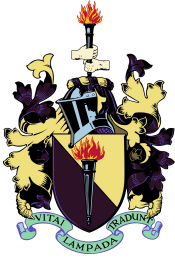
Title: Warden
Responsible to: Selwyn College Board of Governors

Functional Relationships:

- Students
- Sub-Wardens, Senior Residents, Night Porters

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- Catering Staff
- Administration Staff
- Maintenance Staff
- Domestic Staff
- Fellows of the College
- Trustees of the Selwyn College Foundation
- Wardens of other Halls of Residence
- All Saints Parish and College Chaplain
- Diocesan Office Staff
- University Academic and General Staff

Primary Objective: The Warden reports to the Selwyn Board of Governors and is responsible for overall control, management and direction of Selwyn College in accordance with the policies determined by the Diocese and the Board of Governors.

KEY ACCOUNTABILITIES

Operational

1. Providing pastoral care to students of Selwyn College and entering sympathetically into their lives and concerns.
2. Providing a friendly and caring environment for students, which nurtures students as individuals, is supportive of their welfare and conducive to study.
3. Providing leadership, training and development for all staff that supports and reflects an efficient work place environment with a clear and achievable strategic direction.
4. Supporting, mentoring and providing supervision for welfare staff enabling them to support others in a safe and healthy manner.
5. Dealing with all human resource issues including recruitment, termination, leave, contracts, remuneration, performance management and security of staff records.
6. Selecting and admitting the annual intake of students and liaising with the University Accommodation Officer and other Wardens regarding students not offered places.
7. Letting facilities for conferences and guest accommodation.
8. Working with the College Foundation and the Board in the planning for the upgrade of the College's historic buildings and further development on the College site.
9. Controlling and directing the management and maintenance of the Selwyn College buildings, grounds, property and assets.

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10. Developing and maintaining approved purchasing and supply policies and programmes to minimise costs and optimise quality.
11. Providing monthly management and financial reports to the Selwyn College Board of Governors and its subcommittees.
12. Establishing (in consultation with the Finance Sub-Committee) the annual financial budget for Selwyn College and ensuring the budget is monitored and maintained throughout the financial year.

Strategic

13. Alongside the Board, maintaining the College's strategic plan, identifying strategic objectives for Selwyn College and ensuring that those objectives are pursued and implemented.
14. Developing the policies, systems, procedures and contacts which will promote Selwyn College as a centre of excellence for student residential accommodation, conference, seminar and guest facilities.
15. Ensuring that Selwyn College and the Board of Governors complies with its statutory and legal obligations.
16. Developing and nurturing alumni relationships and initiatives.
17. Advising the Selwyn College Board of Governors on strategies to minimise the organisation's exposure to risk and liability.
18. Representing the College in wider networks including the New Zealand Association of the Heads of Residential Colleges and the University's Colleges Liaison Committee.
19. Maintaining a close liaison with the University and other associated bodies.

PERSON SPECIFICATION

The Warden of Selwyn College is expected to have:

- Exceptional interpersonal skills – including a proven record of sympathetic leadership of young people
- An ability to lead, motivate and mentor others
- The energy and commitment required for a role with significant potential for influencing the lives of exceptional young people
- Sensitivity for the needs of students of all cultures

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- A University Degree, and a good understanding of the tertiary education sector.
- Respect for the traditions of the College, and the ability to foster and interpret them in a modern context
- An ability to reason critically and solve problems
- An understanding of financial statements and budgets, and the ability to manage the College Finances
- A flexible approach and excellent time management skills

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