



THE UNIVERSITY OF NOTRE DAME AUSTRALIA



APPLICATION PACK

MANAGER, STUDENT SERVICES SYDNEY CAMPUS

Salary: \$119,409 per annum
(inclusive of 12% Super and 17.5% Leave Loading)

Level 8, Full-Time, Permanent

- Lead and manage key Student Services initiatives on the Sydney campus
- Number one tertiary institution in Australia for student experience
- Flexible working environment in the CBD

About the University

Notre Dame is a modern private University that embraces the esteemed catholic intellectual tradition, with student experience, employment and graduate outcomes consistently among the best in Australia.

12,000 students are enrolled in our comprehensive range of undergraduate and postgraduate programs across Australia.

Additional information about the university can be found at our website at: www.notredame.edu.au

About the role

The primary focus of this role is to plan, implement, oversee and review the student services on the Sydney campus of the University on both our Broadway and Darlinghurst sites.

You will engage with students from (pre)enrolment to graduation to strengthen their progress through their academic program and enhance their engagement with student life on campus.

Some of the duties include:

- management of our Student Services Office and staff, including the organisation of social and sporting events, our Elite Athletes Program and similar activities and programs for our diverse student body across the campus.
- responsibility for student development activities such as leadership and mentoring programs, careers services, and student engagement initiatives
- oversight of the Student Counselling Service
- preparing and managing the Student Services Office budget and expenditure.

Skills and experience:

1. Experience in managing student services (student life) in an educational environment
2. Strong financial management skills with the ability to prepare and manage a budget
3. The ability to plan and execute strategic vision and outcomes

This position reports to the National Director Student Engagement and Support.

Location:

Broadway Campus:

https://www.notredame.edu.au/data/assets/pdf_file/0024/2688/ND3288_Sydney-Campus-Map-Update_V2.pdf

Closing Date:

Applications close **4:00pm, 26 November 2018**

Starting Date:

As negotiated

Enquiries

Georgina Ledvinka, National Director Student Engagement and Support | (02) 8204 4243 |

georgina.ledvinka@nd.edu.au

(**DO NOT** email your application to this address. See “*APPLICANT COVER SHEET*” for instructions)

How to apply

Please continue reading for instructions on how to prepare your application.

ABOUT THE UNIVERSITY AND THE OBJECTS OF THE UNIVERSITY

The University of Notre Dame is a private Catholic university with campuses in Fremantle, Broome and Sydney. Notre Dame follows the tradition and practices of Catholic higher education which, for centuries, has offered leadership in university education. It is committed to a personalised education, underpinned by pastoral care and support for all its students. Degrees and courses are offered in the following disciplines: Arts & Sciences, Business, Education (Teaching), Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy & Theology.

The Sydney campus is located at Broadway and Darlinghurst with convenient access to public transport, student accommodation and essential amenities. Former churches, schools, and presbyteries have been sensitively and beautifully restored to form the beautiful Sydney campus. The restoration has returned them to their rightful position, historically, culturally and significantly, as Sydney heritage landmarks.

The core part of the redevelopment has been the major restoration to the historic St Benedict's and Sacred Heart Churches, which serves the parish and inner-city communities.

The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is 'sanctification': making the world holy; bringing people to God through Jesus Christ. Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of activities and works; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's moral teaching—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some understanding of the Church's position, particularly as it reflects our own work and life, and a genuine respect for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

In particular, please read our staff code of conduct and about the Catholic intellectual tradition:

<https://www.notredame.edu.au/staff/staff-resources/policies-and-procedures>

<https://www.notredame.edu.au/about/catholic-intellectual-tradition>

THE OBJECTS OF THE UNIVERSITY

The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

HOW TO PREPARE YOUR APPLICATION

YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

Applicant Cover Sheet

- Complete the Applicant Cover Sheet, located on the last page of this pack, and submit as part of your application.

Cover Letter and Resume

- Please outline your suitability for the role with your current resume. These documents should include your current contact details.

Selection Criteria (page 7)

- On a separate document, you must address each criterion separately with its own heading demonstrating how you meet that particular essential or desirable criteria.

Qualifications

- If you are listing qualifications and training as part of your application in your resume, you should provide copies with this application.
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

Referees

- Be prepared to provide contact details of at least three referees who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

Right to Work in Australia

- You are required to submit evidence of your right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required plus Passport: (Do not provide originals at this time)
 - ✓ Passport
 - ✓ Australian Certificate of Citizenship
 - ✓ If born before 20 August 1986, an Australian birth certificate
 - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
 - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

Other Clearances

- Depending on the position you are applying for, a Federal Police Clearance or Working With Children Check may be a requirement before commencing in this position.

PRIVACY STATEMENT

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email Sydney.staffing@nd.edu.au.

How to apply

- Please email your complete application to sydney.recruitment@nd.edu.au



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POSITION DESCRIPTION

STUDENT SERVICES OFFICE SYDNEY CAMPUS

MANAGER, STUDENT SERVICES (Level 8, 1.0 FTE)

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the National Director Student Engagement and Support.

The duties of the position include, but are not limited to:

1. leading the activities of the Student Services team, including the Careers Officers and Counsellors;
2. assisting the National Director Student Engagement and Support in the development of the Strategic Plan;
3. preparing and managing the Student Services Office budget and expenditure;
4. developing relationships and liaising with the Student Association and student groups, as required;
5. overseeing Student Services events and initiatives, including orientation and commencement;
6. overseeing programs and activities for student groups with specific needs such as mature age students, international students and students from rural and remote areas;
7. overseeing formal presentations to recognise student achievement in culture and sport;
8. managing the Elite Athlete Program on the Sydney campus;
9. enhancing the student experience from application through to successful graduate outcomes and beyond by developing and implementing appropriate programs;
10. overseeing, organising and promoting sporting and cultural programs for the student body;
11. representing the interests of the Sydney Campus students and the Student Services department on Campus and University wide committees, and at Campus and University wide events; and
12. other duties as directed by the National Director Student Engagement and Support.

November 2018

SELECTION CRITERIA

ESSENTIAL

1. Supportive of the Objects of Notre Dame as a Catholic University

Qualifications and Experience:

2. Completion of a relevant tertiary qualification
3. Experience in managing student services in an educational environment

Knowledge, Skills and Abilities:

4. Demonstrated experience leading a team
5. Strong financial management skills with the ability to prepare and manage a budget.
6. The ability to plan and execute strategic vision and outcomes
7. Strong customer service focus
8. Excellent interpersonal skills with a proven ability to work well with a range of people, including students from diverse backgrounds
9. Excellent communication skills (written and verbal) with the ability to address and engage public forums
10. Demonstrated high level organisational and administrative skills, including the ability to manage varied work tasks, meet deadlines, maintain records and manage budgets
11. Proven ability to maintain confidentiality, discretion and sound judgement

DESIRABLE

12. Experience in managing student events
13. Experience in preparing and managing budgets
14. Experience managing the areas of students counselling and careers



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APPLICATION COVER SHEET

After you have read the job application pack, complete this page and submit with your application documents.

Name	<input type="text"/>
Email	<input type="text"/>
Position applied for	Manager, Student Services
School / Department	Student Services, Sydney
Closing Date	26 November 2018
How did learn about this vacancy?	<input type="text"/>

Please check the following to ensure your application is complete:

- Cover Letter (optional)
- Resume or CV included
- Separate document with the explanation with its own heading of how you meet each of the individual Selection Criteria (page 7) included
- Copies of any relevant academic or training transcripts or qualifications included
- Copy of Passport included
- A form of Photo ID included (can include your work rights documentation such as passport)
- Documents showing you are legally allowed to work in Australia included (See *"HOW TO PREPARE YOUR APPLICATION"* in the application pack detailing the required documents)
- The application must be in **PDF** or Microsoft **Word** format
- The application must be less than 10 megabytes in size

- Yes No Are you an existing UNDA employee? (includes sessional, casual or fixed term)
- Yes No Do you authorise UNDA to contact your nominated referees?
- Yes No Do you want to be considered for other similar vacancies at UNDA?
- Yes No If required, do you give permission for UNDA to verify your work status with the Australian Department of Immigration & Citizenship?

If you have completed and checked the above items, please send your application to: sydney.recruitment@nd.edu.au

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