



'Lucere et Ardere'

Aquinas College

Head of College Position Description

Aquinas College is a residential community of more than 185 adult learners, where young people are supported to discover life in all its fullness. It is a Catholic institution of the Archdiocese of Adelaide, governed as an incorporated association by a College Council and conducted as an integral part of the mission of the Archdiocese.

Faithful to its identity as a Catholic institution, Aquinas College is committed to be an inclusive family where people flourish and strive for excellence. Living the values of family spirit, respect, academic excellence, faith and justice, Aquinas College nurtures the growth of the young adults in its care.

Beyond providing excellent accommodation, meals, security, and other home services, Aquinas offers experiences and programmes for students that seek to be educative, liberating and empowering, so that students can become critically aware, responsible and compassionate human beings.

All Aquinas staff are required to be supportive of Catholic values and the ethos of the College and are expected to work in collaborative, responsive, respectful, friendly and mutually supportive ways.

The Head of College is responsible for providing outstanding strategic, administrative, educational, spiritual and community leadership of the College, on behalf of the College Council and the Archdiocese. They will make Aquinas the residential college of choice in Adelaide for tertiary students who support college values, and they will develop and maintain the facilities, services and resources of College to support the needs of residential tertiary students. The Head of College will uphold the Catholic identity of the College and will protect and enhance the reputation of Aquinas in the public domain.

Key Responsibilities:

1. Primary responsibility for managing College operations and driving College life and culture.
2. Strategic Leadership:
 - a. Lead College events and provide aspirational leadership for staff and students.
 - b. Work with College Council and the Management Team to develop and implement a College Strategic Plan and supporting Operational Plan.
 - c. Foster productive relationships with key stakeholders (e.g. civic and academic leaders; diocesan leaders and officers; tertiary institution representatives).
 - d. Be the Public Officer of Aquinas College Inc.
3. Operational Leadership:
 - a. Have direct responsibility for the Management Team to ensure the College is managed efficiently while meeting all applicable governance assurance, risk management, WHS and other legal compliance requirements of statutory authorities, the Archdiocese and the College Council.
 - b. Ensure prudent financial management, including capital projects.
 - c. Ensure the effective management and oversight of all operational aspects of the College, including but not limited to, the quality and servicing of student accommodation, onsite recreational facilities/infrastructure, building services, grounds and maintenance, dining, kitchen facilities and food service provisions, staff rosters.
 - d. The public profile of the College, including marketing and public relations activities.
 - e. Develop implement and review a comprehensive suite of policies and protocols that support achievement of the College's core purposes and assures its compliance with all relevant legal and moral expectations.
4. Educational Leadership:
 - a. Demonstrate scholarship and continued learning and support the Academic Director to ensure a College that is conducive to tertiary study, academic excellence and career aspirations.
5. Spiritual Leadership:
 - a. Lead by example to ensure there are engaging and meaningful ways for the College to celebrate its core values and Catholic Identity.
 - b. Promote and emphasize the values and principles that are integral to Catholic tertiary education
6. Community Leadership:
 - a. Exercise leadership that is open and collaborative, and which maximises opportunities to be personally present to all members of the College community.
 - b. Support the Dean of Student Life and other staff to provide for the effective pastoral care and wellbeing of residents, including having clear expectations for students that are consistently and justly applied.
 - c. Foster harmony amongst staff and ensure employment, enrolment and termination procedures are just, inclusive and consistent with College values.

The successful candidate will have:

- Demonstrated success in educational, institutional and strategic leadership and an

appreciation of residential care of young people, especially those from a rural environment.

- Willing to actively contribute to the life, mission and work of a Catholic faith community
- High level communication (written and oral) and critical thinking skills.
- A personal and professional approach that is collaborative, inclusive, and informed.
- An ability to relate easily and responsibly with young adults, and to enjoy working in a community oriented around young people.
- A strong academic background, which may include post-graduate qualifications, and a demonstrated commitment to life-long learning.
- A willingness to work collaboratively with the College Council, and to develop and maintain a positive working relationship with the Council Chair.