



THE UNIVERSITY OF  
MELBOURNE



Head, Little Hall  
University of Melbourne  
*Information for Candidates*

**fisher**  
LEADERSHIP



# About the University of Melbourne

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

To find out more about the University's strategy, Advancing Melbourne, click [here](#).

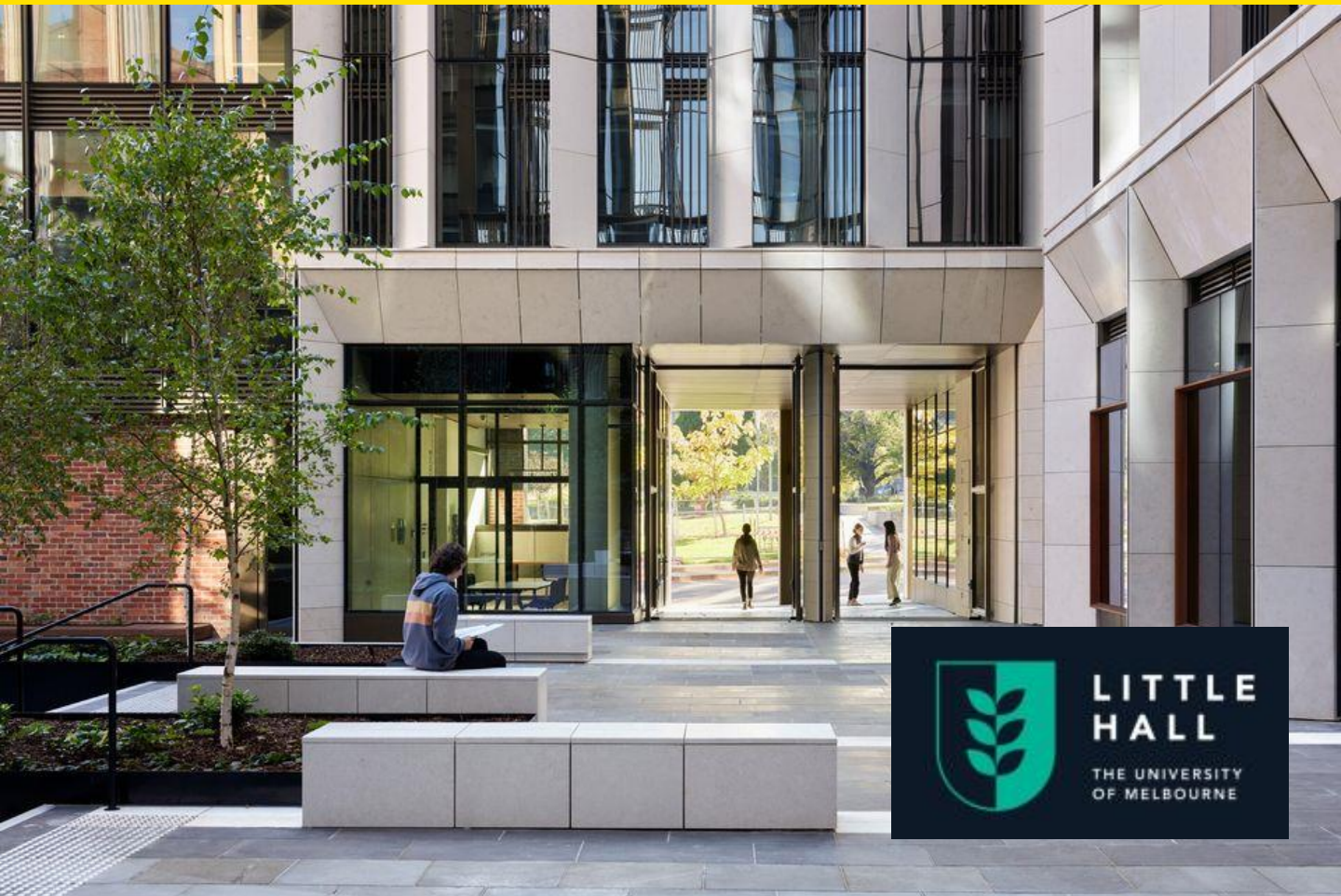
## **Acknowledgement of Country**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey. We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

# About Little Hall



Located ideally between the heart of Melbourne and the University's Parkville campus, Little Hall is the first hall of residence of its kind in Australia. As a new kind of residential community, Little Hall offers a modern take on a college experience within a premium apartment-style building. It is also the home of the prestigious [Hansen Scholars Program](#). Little Hall can host up to 669 residents.

Residents benefit from a specially designed program of social and cultural activities, academic support and career networking opportunities to support their personal, academic and professional development.

As part of Little Hall's Residential Life Program, the ESTEEM Program, students become part of a welcoming and vibrant community with access to many kinds of social, sporting, cultural and volunteering opportunities.

Little Hall offers a range of room options, from furnished studio apartments, to two-, three-, four- and five-bedroom units with ensuite or shared bathrooms.

Further information about Little Hall may be found [here](#), or take an online tour [here](#).

# Organisational Context

## Chief Operating Officer Portfolio

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services.

## Student and Scholarly Services

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

## University Colleges and Residential Life Portfolio

The University Colleges and Residential Life portfolio is a newly created portfolio in Student and Scholarly Services that brings together all University-owned residential accommodation, including colleges, halls and accommodation facilities. This includes International House, Medley Hall, Lisa Belleair House, Little Hall, and the Lofts at Melbourne Connect, as residential services and operations.

The University Colleges and Residential Life portfolio is responsible for delivering a high-quality student and residential experience that supports students to thrive while living on campus, by creating and maintaining a community of scholars with a strong sense of belonging and connectedness to their peers and the University as a whole. The University Colleges and Residential Life portfolio is designed to holistically support student wellbeing, social connectedness, career readiness, academic success and civic responsibility, tailored to each cohort's needs and in line with the University's wider strategic objectives to enhance the student experience.

The portfolio also manages the operations of our student residences, encompassing marketing and recruitment, residential admissions and selection, finance, facilities, third-party supplier and contract management, Advancement and alumni management, and systems administration and reporting.

# Head, Little Hall



## Position Purpose

The Head, Little Hall is responsible for developing and maintaining a superb academic and social environment at Little Hall to deliver an enriching experience for students, both personally and academically. The Head will work to ensure that the Hall's program of support reflects the unique identity of the residency and the diverse student body it supports.

With three direct reports, the Head will work collaboratively with the Director of University Colleges and Residential Life, other heads of residences and team members within the University Colleges and Residential Life portfolio to coordinate and optimise the support, programs and services provided to students. This includes the development and delivery of residential programs focussing on academic support and connection of peers, pastoral care, safety and security and support for the students at the residence.

The role will also be required to promote and raise the profile of the University Colleges and Residential Life portfolio, including Little Hall, within the University and the wider community.

The Head, Little Hall will work closely with the Director of the Hansen Scholarship Program on the specific needs of the Hansen Scholars who are resident in the Hall. The Head will contribute to the development and implementation of a University Colleges and Residential Life Strategy.

The appointee will also liaise with the affiliated colleges of the University, through the Heads of University Accommodation and Colleges Committee chaired by the Deputy Vice-Chancellor (People and Community).

## Organisational Health and Safety and Compliance

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel.

Specific responsibilities for the role are available [here](#).

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

# Core Accountabilities

- Develop and maintain a safe, friendly and educationally purposeful living and study environment to ensure students thrive at the University of Melbourne.
- Engage, inspire and build strong relationships with students to live and work together respectfully, and to achieve academic and personal success.
- Develop and deliver programs to residents which enhance their wellbeing, social connectedness, career readiness, academic success, and civic responsibility.
- Manage a professional, reliable and layered pastoral care system, which proactively nurtures residents' wellbeing and reactively manages student welfare issues, incidents, and crises.
- Develop, implement, monitor and report on the strategic direction and initiatives of the Hall and contribute to governance meetings.
- Co-create a University Colleges and Residential Life strategy for all University owned accommodations, working closely with the Deputy Vice-Chancellor (People and Community) to strengthen the resident experience while preserving the unique identity and offering of the Hall.
- Work collaboratively with areas of the University and cross-functionally across Student and Scholarly Services to enable wholistic support and service provision for students.
- Build and strengthen the Hall's history and institutional narrative, leading the Hall's promotion and celebration of its past, present and future.
- Monitor and manage, together with the Residential Services Team, the quality of services delivered by contractors and other third-party providers of services at the Hall.
- Contribute to the financial plan and monitor and authorise all expenditure and income within agreed budget.
- Actively network and seek opportunities to enhance the reputation and awareness of the University Colleges and Residential Life Portfolio and Little Hall within the University of Melbourne, alumni and the wider community.
- Provide leadership and support to all team members and students.
- Uphold and apply policies, procedures and protocols which ensure the smooth and effective day to-day operation of Little Hall, including performance, codes of behaviour and appropriate handling of discipline issues.
- Monitor, mitigate and escalate risks according to the Hall's risk framework.



# Key Selection Criteria

## Education/qualifications

- The appointee will hold a relevant postgraduate qualification, preferably at doctoral level (academic level D or E), and proven scholarly, leadership and management experience at an educational institution. Preference will be given to those whose experience is in the higher education sector.

## Knowledge and skills

- Demonstrated ability to develop and implement strategic and operational plans.
- Proven ability to develop strong relationships and engage, collaborate, consult and negotiate with a broad group of internal and external stakeholders at all levels, including donors, senior university executives and students.
- Extensive experience in the leadership, mentorship and management of students in an academic environment, including their academic advancement and their social wellbeing.
- A strong track record of outstanding leadership and management, with demonstrated ability to foster a collaborative and cooperative work environment and develop high performing teams.
- Demonstrated versatility, flexibility and a high level of self-motivation and initiative to recommend, develop and implement innovative solutions. Capacity to work effectively as a team member and individually as required.
- A demonstrated ability to provide high-level effective business leadership and direction with strong people, operational and financial management skills.

# Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the *Advancing Melbourne* strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of [\*Advancing Melbourne\*](#).

Further information about the University's *Diversity and Inclusion Strategy 2023* may be found [here](#).





# Other Relevant Information



- The position is offered on a three-year fixed term basis with an attractive remuneration package and an employer superannuation contribution of 17%.
- For information about working at the University of Melbourne, please click [here](#).
- The Head, Little Hall may be required to work flexible hours to support events or manage issues.
- Employment in this position is conditional upon reception and maintenance of a Working with Children Check.

## Application Instructions

To apply, please visit [fisherleadership.com](https://fisherleadership.com) and [Apply Online](#) using reference **UOMh1h0524** and address your cover letter and resume to Sharyn Gowans, Partner.

Your application should include:

1. A covering letter, clearly quoting **UOMh1h0524** and including a statement detailing your experience relevant to the position and in line with the key selection criteria above, citing evidence to support your claims.
2. A complete and current CV.

Please direct enquiries to Sharyn Gowans on 1300 347 437 or +61 3 9016 6000.