
POSITION SUMMARY

RESIDENTIAL MANAGER

ORGANISATIONAL CONTEXT

Morling Residential College (MRC) is part of Morling College (a Baptist Theological College) in Sydney's North-Western suburbs. MRC provides accommodation to 100 residents in the MRC tower block, and to approximately 70 residents in Morling Village. Students primarily come from Macquarie University and Morling College although this is not exclusive. The community is very diverse and come from a range of different faith backgrounds. The MRC staff team comprises of the Dean of Residents, Residential Manager, Residential Service Officers, Pastoral and Spiritual Care Worker, the Senior Residential Assistant, and Residential Assistant team.

POSITION

The position is a full-time, permanent, role, with a probationary period of 6 months. The office hours are generally 9:00am – 5:00pm, however there will be a requirement to work outside of normal office hours, including some weekends. Out of hours involvement may include attending events or being on call (on a roster system) for critical incidents and emergencies.

The position is remunerated according to the Educational Services (Post-Secondary Education) Award 2010 General Staff Level 6.

KEY OBJECTIVES

The primary objective of the Residential Manager is to provide management of day to day procedures of residential life at Morling College. They will work with the Dean of Residents and other residential staff to manage residential living and maintain a residential environment conducive to the spiritual, physical, psychological, and social well-being of residents in a safe and vibrant community.

KEY RESPONSIBILITIES

- Management and oversight of residential facilities.
- Direct Supervision of Residential Service Team.
- Management of StarRez Management System.
- Oversight of tenancy movements in MRC and Morling Village.
- Oversight of Residential Events.
- Serve as First Aid Officer and Fire Warden for MRC.
- Involvement in Residential and Morling College life.

REPORTING

The position is accountable and will report to the Dean of Residents.

SELECTION CRITERIA

Essential attributes and selection criteria

- Previous experience in managing a team
- Demonstrated Christian character and active involvement in a local evangelical church.
- Alignment of personal values, beliefs and practices with the mission and Christian ethos of Morling College.
- Financial literacy.
- Proven organisation skills and time management.
- Professional communication skills, both written and verbal, including reporting skills.
- IT and computer skills (including Microsoft Office, knowledge of StarRez is highly desirable).

Desirable

- Previous experience in a residential college or similar.
- Current First Aid Certification (could be in process of completion)
- Ability to strategically refine and improve systems/procedures/protocols that enhance the customer experience.
- Awareness of cultural differences in relation to community and residential life.
- Experience with risk management and reporting.
- Experience managing workplace health and safety.

FURTHER INFORMATION

Further information is available in the position description or can be obtained by contacting Fiona Reid at Morling Residential College on (02) 8197 1747 or by emailing fionar@morling.edu.au and anushas@morling.edu.au

Please send applications to Fiona Reid and Anusha Silva at the above address incorporating a copy of your resume and cover letter, addressing all essential selection criteria in your application.