



Mannix College

A Catholic residential college
affiliated with Monash University

Dean of Students & Vice Principal

Applicant Information Pack



**RESIDENTIAL
EXPERIENCE
STANDARD**

GOLD 2024



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Welcome

Dear Prospective Applicant,

Welcome to Mannix College, a vibrant residential community affiliated with Monash University – ranked 37th globally in the QS World University Rankings 2025 and a proud member of the Group of Eight. For over five decades, we have fostered **a culture of excellence, inclusion, and belonging**, where students are supported to grow personally, academically, and as future leaders.

Named after former Catholic Archbishop of Melbourne, Daniel Mannix, we are more than just a residential college—we are a home away from home, where **student wellbeing and success are at the heart of everything we do**. We provide a dynamic, student-centered environment that encourages academic achievement, personal growth, and community engagement. Our Catholic values inspire strong relationships, personal excellence, and a deep sense of connection that continues long after students graduate.

We are excited to invite applications for the role of **Dean of Students & Vice Principal**. This is a key leadership position within our community, providing an opportunity to shape the student experience, foster a culture of care and excellence, and work closely with our engaged, diverse and motivated cohort. As second-in-charge, this senior leadership role works closely with the Principal and Business & Operations Manager to provide strategic, operational, and community **leadership across all aspects of college life**. As the Student Life portfolio head, this role also drives student safety, experience, and wellbeing, overseeing programs that foster personal and academic success, leadership development, enrichment, and community service. You will be **supported by a dedicated team of staff and student leaders**, helping to bring your vision and priorities to life.

A missionary endeavour of the Catholic Archdiocese of Melbourne, Mannix College is **committed to the holistic development of our students**—academically, socially, spiritually and emotionally. Our innovative wellbeing ecosystem, community service programs, pastoral care framework, academic enrichment, and leadership opportunities empower our students to thrive at university and beyond. The Dean of Students & Vice Principal plays a pivotal role in guiding and mentoring students and staff, creating an inclusive and supportive environment, and **ensuring that every member feels valued, empowered, and inspired** to achieve their best.

If you're passionate about positive community development, wellbeing, and inspiring leadership, and enjoy rolling up your sleeves to do work that truly makes a difference, **we invite you to apply for this exciting and impactful role**.

We are excited to receive your application and the possibility of welcoming you to our vibrant Mannix community.



Andrew Swan
Principal



Mannix College

Quick Facts



A Close-Knit, Diverse Community

Our community of **315 residents** is a vibrant blend of backgrounds and experiences, with 90% Australian residents, including 75% from rural or regional areas, and 10% international students, enriching Mannix with **global perspectives and cultural diversity**.

Award Winning

We are the first Australian residential college to earn **Residential Experience Standard Gold Accreditation** and Monash University's 2024 Diamond Award for Sustainability for excellence in student experience and environmental leadership.



Academic Excellence

Mannix residents excel academically, achieving a **distinction average** with support from the college. Since 2006, we've produced six Rhodes Scholars and three Fulbright Scholars.

Dedicated pastoral care team

Mannix is **well resourced to provide 24/7 student support** through Resident Advisors, overnight Resident Support Officers (7 PM – 4 AM), a College Counsellor, Chaplain, Community Coordinator, and Student Life Coordinator, ensuring wellbeing, safety, and belonging.



Affiliated with Monash University

Since 1969, Mannix has partnered with Monash University (ranked 37th globally in the QS World University Rankings 2025), fostering a supportive and enriching environment. As the only residential college associated with Monash, **all residents are students of Monash University**.

Exceptional Spaces for Learning & Connection

Mannix offers modern facilities that support learning, community, and wellbeing. **Our dining hall seats all residents at once**, with 9 common rooms, a Chapel, library, 14 study rooms, and native gardens, providing the perfect space for students to connect and thrive.



Stewardship & Strategy

Mannix has a strong, proud history and is committed to being a leader among Australia's university residential colleges.

Mannix College derives its authority from the Catholic Archdiocese of Melbourne, under the direction of Archbishop Peter A. Comensoli. The Archdiocese appoints the College Council to both govern and provide strategic direction. The Principal, with the support of the Council and Dean of Students & Vice Principal, ensures the College remains financially viable and operational.

We aspire to offer our residents an exceptional residential college experience – guided by our Catholic ethos and grounded in the shared pursuit of academic excellence, inspiring intellectual growth, encouraging faith development and engaging in service to the community.

Our Motto

Omnia Omnibus – “All things to all people”.

Our Vision

To foster in our residents a desire and capacity to make a difference in the world.

Our Reputation

We aspire to be the premier residential accommodation offering at Monash University, and among Australia's leading university residential colleges.



Future Focused

Strategic Priorities 2024-2028

Mannix College is committing to providing life-changing opportunities for residents by focusing on seven strategic priorities:

- **Educational Excellence in the Catholic Christian Tradition** – Providing a caring, nurturing home away from home; a place of hospitality, inclusion, and respect that upholds pastoral care, holistic learning, and service.
- **Student Success** – Engaging residents in a high-quality, student-centred culture and programs for academic and career development.
- **Wellbeing & Culture** – Enhancing resident and staff wellbeing in a safe, respectful, diverse, and inclusive community.
- **Access, Belonging & Inclusion** – Strengthening recruitment, selection, orientation, and support to attract and retain diverse students who feel a true sense of belonging.
- **Capability** – Recruiting, retaining, and developing a high-quality team to deliver an exceptional college experience.
- **Spaces** – Ensuring well-resourced, fit-for-purpose physical and digital environments.
- **Resources** – Strengthening financial foundations and operational systems to ensure long-term sustainability and support strategic priorities.
- **Relationships** – Building strong, mutually beneficial connections with supporters, stakeholders, alumni, and friends.

Our Strategic Process

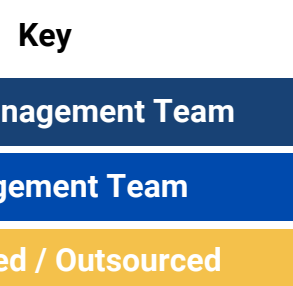
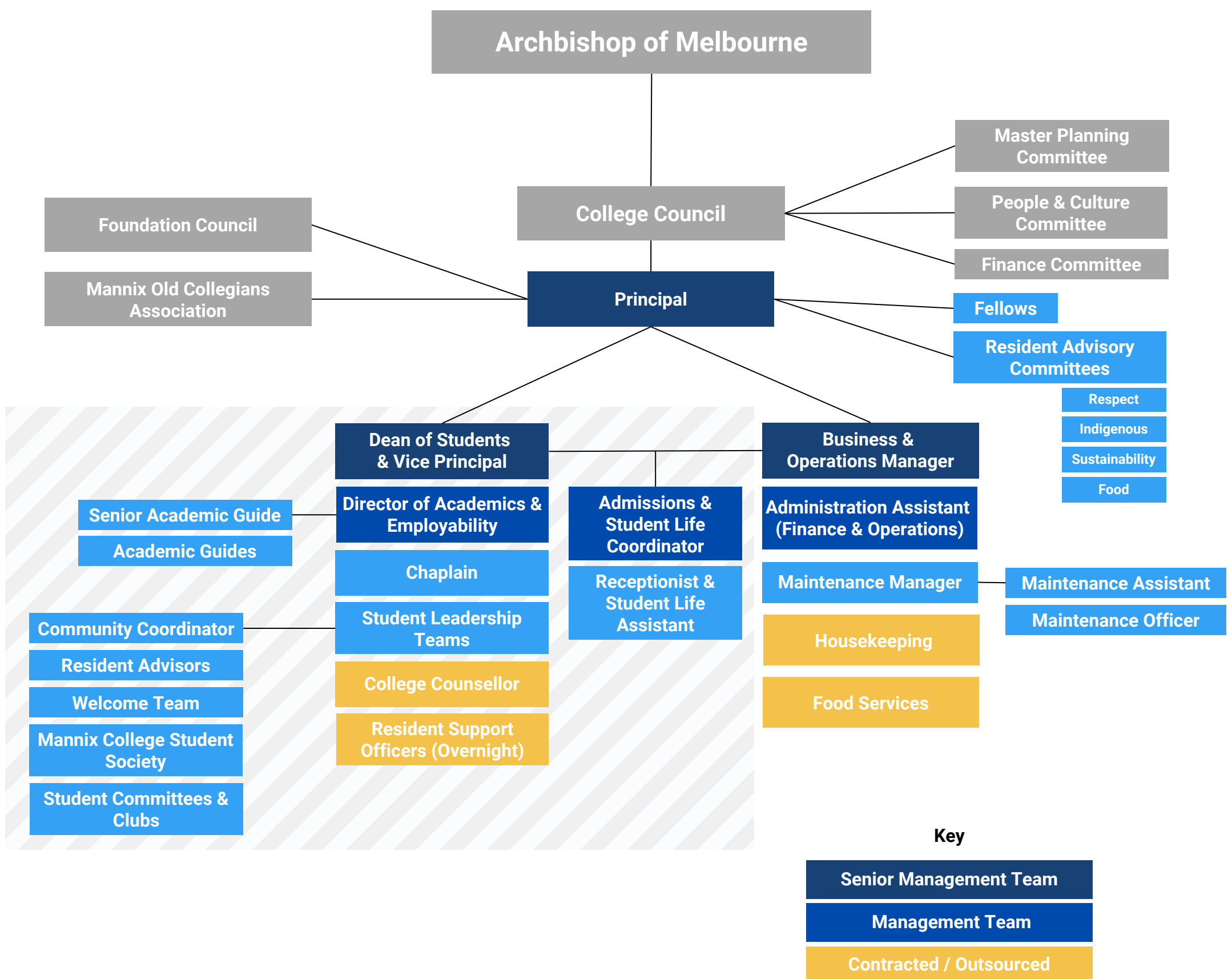
- Decisions made by the College Council, Foundation Council, Senior Management Team, and Student Leaders are guided by the College's values and metrics that matter.
- Our success is measured through metrics pertaining to awareness, attraction, retention, engagement, income, and reputation.
- Our key actions, along with operational and budgetary plans, are reviewed annually to ensure effective implementation.
- To remain competitive and responsive, we research, evaluate, and benchmark our programs and services based on resident and staff needs.



Our Team *achieving together*

Mannix College takes pride in its dedicated and diverse team, whose expertise and passion create a welcoming, vibrant, and supportive community for staff and students. Many staff have dedicated years to enriching the Mannix experience, fostering an environment where students feel supported, challenged, and inspired.

The **Dean of Students & Vice Principal leads a committed team**, comprised of the Director of Academics & Employability, thirteen Resident Advisors, overnight Resident Support Officers (7 PM – 4 AM), a College Counsellor, Chaplain, Community Coordinator, Student Life Coordinator and Student Life Assistant. With **additional support from the Principal, Business & Operations Manager**, and other operational areas, this collective effort ensures a safe, enriching, and transformative residential experience for all students.



Values *in action*

Our values shape daily life at Mannix, guiding how we learn, lead, and support one another. Here are some examples of these values in action and how the Dean of Students & Vice Principal (Dean) plays a role in bringing them to life.



Community – Stronger Together

We care about communities beyond our own. Our Community Service Program connects students with a nearby Catholic aged care home and a monthly soup van, helping those in need. The Dean and their team encourage and facilitate student involvement, ensuring community service is a meaningful part of college life.

Respect – Valuing Each Other

Respect at Mannix initiatives spark conversations and learning about safety, inclusion, consent, and ethical leadership. Through workshops, events, and daily interactions, students actively uphold and strengthen our culture of respect. The Dean and their team lead these efforts, ensuring respect, diversity and inclusions is a lived value in every aspect of college life.



Excellence – Striving for Our Best

Excellence is about the process, not just the result. Students pursue their potential through peer mentoring, study groups, and leadership training, contributing to a culture of high achievement. With a Gold RES standard and a strong distinction average, the Dean and their team ensures every student has the support and opportunities to excel.

Resilience – Learning and Growing

University life comes with highs and lows, and our students develop resilience through Wellbeing Workshops, Alumni Speaker Series, and Mental Health Support. With critical incident protocols and a compassionate approach to setbacks, the Dean and their team ensure students are supported in overcoming challenges.



Integrity – Leading with Courage and Honesty

We take pride in our Conditions of Residency, which uphold the high standards that define our community. We prioritise proactive, preventative approaches to community issues while taking a firm stance when needed to maintain a respectful and safe environment. The Dean and Principal lead this important work.

Monash University & South East Melbourne

Monash University is ranked 37th globally (QS World University Rankings 2025) and is a member of Australia's Group of Eight, recognised for its strong research, innovative teaching, and industry partnerships. The Clayton campus is among the largest in Australia, offering world-class facilities and a vibrant academic environment.

Mannix College is located directly opposite Monash University's Clayton campus southern border, just a **five-minute walk** from campus cafés, theatres, a jazz bar, restaurants, and sporting facilities.

Clayton is 20 km southeast of Melbourne's CBD and well-connected by trains, buses, and major roads. The suburb offers a diverse dining scene, shopping precincts, and recreational spaces. Chadstone Shopping Centre, the largest in the Southern Hemisphere, is nearby, along with MCity Shopping Centre, just 500 metres from Mannix, offering local retail, dining, and entertainment options.

For outdoor and sports enthusiasts, Jells Park, the Dandenong Valley Parklands, and Monash's sporting precinct provide green spaces, a running track, and a swimming pool. Arts and cultural events are also easily accessible, with the Monash University Ian Potter Centre for Performing Arts, just 200 metres from Mannix, regularly hosting diverse shows and performances.



Position Description

The **Dean of Students & Vice Principal** is the second-in-charge and a key senior leader, working closely with the Principal and the Business & Operations Manager as part of the Senior Management Team to provide strategic, operational, and community leadership across all aspects of College life

As the **head of the Student Life portfolio**, this role drives student experience, engagement, and wellbeing, overseeing programs that foster academic success, leadership development, personal enrichment, and community service.

This is a **people-centric role**, leading the student journey from arrival to graduation and beyond, ensuring each member of the Mannix community is welcomed, supported, developed, and connected for life.

The Dean of Students & Vice Principal plays a key role in **empowering students and staff**, fostering leadership, and cultivating a thriving residential community, while ensuring safety, wellbeing, and personal growth.

Arriving & Thriving – Setting Students Up for Success

- **Lead Orientation & Transition** – Oversee Welcome Week, arrival events, and resident training programs, ensuring new students feel supported, connected, and a genuine sense of belonging.
- **Foster a Culture of Belonging** – Implement strategies and tactics that ensure every student is known and valued, fostering strong relationships with peers, mentors, and staff.
- **Promote Student Success** – Oversee workshops, programs, and initiatives that develop leadership, resilience, and personal growth, reinforcing community values, wellbeing, and respectful relationships.
- **Coordinate Student ‘Check In’ Program** – Ensure all first-year residents meet with their assigned Resident Advisor at least twice per semester.
- **Student Handbook & Communications** – Annually review and update the Student Handbook and support resource information to ensure clarity, relevance, and alignment with College policies. Work with the Principal on student-facing communications across multiple platforms, ensuring consistency, accessibility, and engagement.
- **Oversee Room Allocations** – Manage the allocation process for new and returning students, ensuring a fair, transparent, and community-focused approach that supports student wellbeing, compatibility, and engagement.

Safe & Flourishing – Enabling Wellbeing & Accountability

- **Lead a Culture of Respect & Responsibility** – Oversee evidence-based education programs on respectful relationships, bystander intervention, harm reduction, and help-seeking behaviours, ensuring accountability and inclusion.
- **Lead Student Safety** – Work with the Principal to oversee trauma-informed prevention, response, and recovery processes, ensuring a safe, supportive environment and the consistent and compassionate application of our Critical Incident Management Protocols.
- **Manage Crisis & Risk Response** – Work with the Principal to implement risk management strategies, including crisis response plans, emergency procedures, harm minimisation, and mental health first aid training for staff and student leaders.
- **Oversee Pastoral Care Programs** – Ensure structured, proactive, and reactive student wellbeing support, including case management, intervention strategies, and appropriate referrals.
- **Maintain Best-Practice Case Management** – Work with the Principal to ensure all staff adhere to best practices in student case management, including accurate record-keeping, escalation protocols, timely communication, and data protection.
- **Lead Respect, Equity, Diversity & Inclusion (REDI) Initiatives** – Work with the Principal to provide REDI programs, fostering an inclusive, safe, and respectful community.
- **Ensure Policy Compliance** – Maintain clear, up-to-date policies, ensuring student adherence to the Staff Code of Conduct, Conditions of Residency, Child Safety Standards and other policies.
- **Contribute to Student Disciplinary Processes** – Work with the Principal to ensure fair, transparent, consistent and restorative disciplinary procedures aligned with College policies and values.



Engaging & Enriching – Fostering a Vibrant Student Experience

- **Provide Visible Leadership in College Life** – Regularly attend cultural, social, and sporting events, fostering a strong staff-student connection.
- **Educational Excellence in the Catholic Christian Tradition** – Work with the Principal to provide a caring, nurturing home away from home; a place of hospitality, inclusion, and respect that upholds pastoral care, holistic learning, and service.
- **Lead Fortnightly Formal Dinners & Major College Events** – Oversee formal dinners, guest speaker events, and milestone celebrations, ensuring alignment with College traditions and student engagement goals.
- **Encourage Community Service & Social Responsibility** – Enable volunteering and social impact programs that align with Mannix values.
- **Enhance Residential Life** – Ensure students have diverse opportunities to engage in academic, cultural, sporting, spiritual, and social activities and empower residents to contribute ideas that enhance the College experience and community life.
- **Enabling Career Development & Mentoring Opportunities:** Facilitate career development and mentoring opportunities for residents by coordinating programs, connecting students with mentors, and supporting initiatives that enhance their professional growth.
- **Supporting Chaplain Engagement** – Work with the Principal to support the Chaplain’s engagement with residents, including coordinating regular services in the chapel and other pastoral initiatives.



Leading the Way - Helping Others to Become Their Best

- **Lead Strategic Initiatives & Special Projects** – Drive the student experience, engagement, and wellbeing priorities outlined in the 2024-2028 Mannix College Strategic Plan, and lead aligned special projects.
- **Represent the Principal When Required** – Act as the Principal’s delegate in key meetings, governance discussions, and external engagements, ensuring Mannix College is effectively represented and its strategic priorities advanced.
- **Manage Key College Staff** – Oversee the Director of Academics & Careers, Chaplain, Community Coordinator, Student Life Coordinator, and Resident Advisors, ensuring effective leadership and alignment with College values.
- **Contribute to Budgeting & Resource Allocation** – Work in collaboration with the Principal and Business & Operations Manager to develop and manage budgets.
- **Supervise & Support College Student Leaders** – Provide guidance and oversight to the MCSS Committee, Welcome Team, and Resident Advisors. This includes weekly meetings with the Resident Advisors and fortnightly meetings with the entire student leadership team.
- **Strengthen Institutional Partnerships** – Strengthen relationships with the Catholic Archdiocese of Melbourne, Catholic organisations like Villa Maria Catholic Home and St Vincent de Paul Society, Monash University, and other vital stakeholders to boost student success and enhance the College's reputation.
- **Use Data to Drive Decisions** – Oversee data collection, analysis, and reporting, ensuring student support programs are effective and evidence-based.
- **Other Leadership Duties** – Undertake additional responsibilities as directed by the Principal, contributing to the success and future direction of Mannix College.



Connecting for Life – Alumni & Community Engagement

- **Strengthen Alumni Participation in College Life** – Foster meaningful connections between current students and alumni, encouraging alumni involvement as mentors, guest speakers, and industry supporters.
- **Support the Mannix College Foundation** – Assist the Principal in evaluating and awarding scholarships, ensuring a transparent, equitable, and merit-based selection process.
- **Engage College Fellows** – Work with the Principal to involve Mannix College Fellows in events, mentoring, and leadership initiatives, leveraging their expertise and experience.
- **Support Mannix Old Collegians Association (MOCA)** – Work with the Principal to assist the Mannix Old Collegians network in maintaining and strengthening lifelong connections between alumni and the College.
- **Contribute to Student Recruitment & Outreach** – Support initiatives to attract suitable applicants, including collaboration with schools, residential expos, and attending university events like Open Day.
- **Support Digital & Print Communications** – Participate in promoting college life, events, and achievements by occasionally contributing to website content, social media, newsletters, and publications.



Benefits

This is a unique live-in leadership opportunity. You will play a key role in shaping student experiences while enjoying a range of benefits designed to enhance your professional and personal life.

- **Competitive Remuneration Package** – Enjoy a highly competitive salary alongside valuable benefits.
- **Accommodation & Amenities** – Enjoy free on-campus living in a modern, air-conditioned three-bedroom townhouse with a private entry, off-street parking for two, and all utilities included. Experience privacy, convenience, and seamless integration into College life. You will also enjoy access to the college gym.
- **Family-Friendly Benefits** – Your partner and/or family members living on-site are welcome to dine regularly in the Dining Hall and to attend select events. Pets are welcome.
- **Ongoing Professional Development** – Stay at the forefront of student wellbeing and residential education with a College-funded membership to University Colleges Australia and the Asia-Pacific Student Accommodation Association. Plus, access additional professional development support to enhance your expertise.

***This is more than just a job**—it's a leadership opportunity in a dynamic, student-focused environment where you can make a lasting impact while enjoying a **fulfilling and connected** lifestyle.*



Our Ideal Candidate

It is preferred that the successful applicant will have the following experience and qualifications:

- **Relevant Tertiary Qualifications** – A degree in education, leadership, psychology, wellbeing, or a related field.
- **Leadership & Wellbeing Experience** – Proven experience in educational leadership, student wellbeing, or a related field, with a track record of supporting and mentoring young adults.
- **University Residential Experience (Preferred)** – Experience working in university residential colleges, student accommodation, or similar student-focused environments.

About You

You are passionate, a strong communicator, and **a resilient leader who fosters connection, respect, and community.**

Passionate about student success, you have **experience leading teams and developing others.**

To thrive in this role, you will **champion student wellbeing**, live our values, be open-minded and ambitious, and lead positive change.

Equally comfortable at a boardroom table with the College Council or a dining hall table with our residents, **you build trusting relationships at all levels.**

You will set an example for others and **uphold the values of the Catholic Church** within our modern, diverse and inclusive community.



Apply

To apply, please submit your CV and a cover letter explaining how you meet the role requirements to [Perrett Laver](#) quoting reference 7808. Your application must specifically address each of the selection criteria. The deadline for applications is **9am AEDT Friday 28th March**.

To discuss this opportunity in confidence, **please contact Claudia Roth on +61 02 8075 4610 or at claudia.roth@perrettlaver.com**.

Perrett Laver will conduct an executive search process in parallel with the public advertisement of the role. The Selection Panel will meet to decide upon a final shortlist for the post in early April, following which, formal interviews with Mannix College will take place in early-mid April. If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Perrett Laver's Data Protection Policy

Protecting your personal data is of the utmost importance to Perrett Laver and we take this responsibility very seriously. Any information obtained by our trading divisions is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

Perrett Laver is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please see our [Privacy Statement](#).

If you have comments that would support us to improve access to documentation, or our application processes more generally, please do not hesitate to contact us via accessibility@perrettlaver.com.

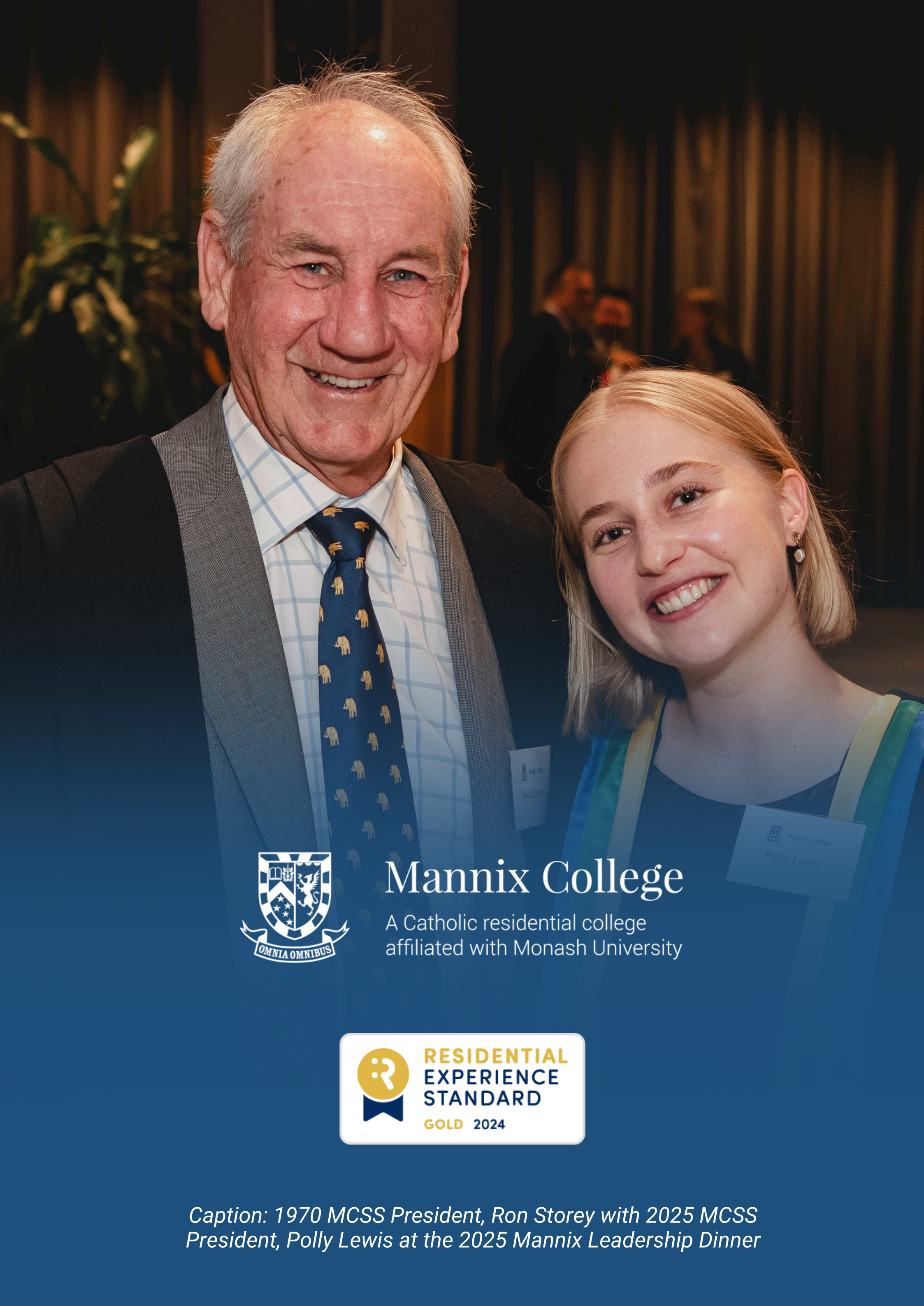


Selection Criteria

The successful applicant will demonstrate:

- 1. Proven Leadership in Education & Wellbeing** – Extensive experience in educational leadership, student wellbeing, or residential life, preferably at an executive level, with a track record of building strong, student-focused cultures.
- 2. Tertiary Qualifications & Sector Expertise** – Relevant qualifications in education, leadership, psychology, student wellbeing, or a related field, combined with significant experience in student engagement and pastoral care.
- 3. Demonstrated Expertise in Student Wellbeing & Safety** – Experience in developing, implementing, and overseeing student wellbeing programs, with a strong commitment to student safety, mental health support, and risk management.
- 4. Exceptional Communication & Stakeholder Engagement** – Highly effective interpersonal, verbal, and written communication skills, with the ability to build relationships, influence, and collaborate with students, staff, parents, and external partners.
- 5. Strategic Leadership & Operational Management** – Experience in leading teams, managing change, administering budgets, and driving strategic initiatives.
- 6. Contemporary Educational & Wellbeing Practices** – A deep understanding of current trends in student development, higher education, and wellbeing support, ensuring evidence-based and proactive approaches.
- 7. Risk Management & Safety Planning** – Proven ability to identify, mitigate, and manage risks, with experience in developing and implementing safety plans to ensure a secure and supportive environment for students.
- 8. Proficiency in Technology & Data-Driven Decision Making** – Strong skills in leveraging ICT for education, student engagement, and administrative efficiency, with the ability to use data insights to drive program effectiveness.
- 9. Collaborative & Adaptive Leadership** – A history of working productively in team environments, with strong problem-solving abilities, emotional intelligence, and resilience in complex settings.
- 10. Commitment to Professional Growth & Sector Leadership** – A proactive commitment to ongoing professional development, staying informed on emerging best practices in student wellbeing, education, and leadership.





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Caption: 1970 MCSS President, Ron Storey with 2025 MCSS President, Polly Lewis at the 2025 Mannix Leadership Dinner