



ROLE PROFILE RESIDENTIAL ADVISER

ROLE, PURPOSE & UNIVERSITY CONTEXT

Role Overview:

Residential Advisers are postgraduate or senior undergraduate students or members of University staff who live within a Hall of Residence and provide an overnight support presence to the student population as well as give general welfare support and guidance to students including sign-posting to other support services.

Each Residential Adviser will be responsible for a group of approximately 45 students. The Residential Adviser will live within the Hall in close proximity to their group of students.

The Residential Adviser will form part of the support team within the Hall and across the wider site which incorporates a number of Halls.

University Context:

- The Residential Adviser is a member of the University staff or registered student of the University of Liverpool.
- The Residential Advisor will have an awareness of the following Policy and Procedures relating to students in terms of residence and compliance. In addition, the University expect an awareness and compliance with relevant HR Policy and Procedure that directly apply to the Residential Advisor Role as follows but not limited to:-
 - [Student Alcohol and Drugs Policy](#)
 - [Policy on Student Conduct and Discipline](#)
 - [HR Policy and Procedures](#)
 - [Accommodation Agreement](#)
- The Residential Adviser will help to promote a sense of community and belonging within the Hall and put the University of Liverpool's Values at the heart of this.
- The Residential Adviser will help promote and maintain a peaceful environment that the students can enjoy.
- The Residential Adviser provides pastoral care and basic welfare advice and sign posting to relevant support services (both internal and external) to their students.
- The Residential Adviser assists in a wide range of tasks that ensure the smooth operation of the Halls and the Hall community.
- The Residential Adviser will be the first responder on hand to deal with emergencies and serious incidents arising during their on-call duty nights – as such they will be the first point of contact for Students, Emergency Services, Campus Support and members of the local community.
- The Residential Adviser will often need to make on-the-spot decisions to take definitive action, to contact the Warden, to call emergency services or other appropriate authority

Responsibilities:

- To provide an overnight on-call service to Students within their hall and be a first responder to any incidents that may occur.
- To provide pastoral support to a cohort of approximately 45 students and commit to making regular contact with these students on a fortnightly basis.
- To advise students on straightforward matters concerning welfare and to direct students to appropriate specialist advice services provided by the University.
- To promote and maintain an atmosphere where student residents can enjoy themselves while respecting others' rights to peace and quiet.
- To encourage respect for the University/Hall property and the environment.
- To provide an overnight on-call service as part of a Duty Rota that includes vacation and summer periods.
- To ensure that social spaces within the hall are used appropriately.
- To assist the Warden and Sub Warden with note taking in disciplinary and pastoral meetings with students.
- To create, promote and manage RA led events for Halls residents in collaboration with the Halls Life Team.
- To assist with the promotion and delivery of events organised centrally for the Hall.
- To assist with the 6 monthly Student Fire Alarm Evacuation Drills (where applicable) with the Hall Warden and Hall Manager
- To undertake specific additional duties to assist with the smooth running of the Halls as instructed by the Hall Warden.
- To assist with the promotion of, attend and ensure the smooth running of the Formal Dinners.
- To report details of incidents at the earliest reasonable opportunity and by 10am the following morning via the Incident Management app – RAIL. Ensure that Students who are being reported are aware of information sharing and consent is provided.
- To deal with cases of student damage promptly on receipt of a notice from Halls staff
- To maintain good relationships with Hall Management, Halls Life, Accommodation Office and other University staff.
- To participate in the relevant committees in the Department of Facilities, Residential & Commercial Services, Accommodation, Student Services and the University.
- To undertake other duties and responsibilities where appropriate and as assigned by their Warden or the Head of Accommodation.
- To be aware of own well-being including mental health well-being and seek advice and or support where appropriate to do so
- To attend the Residential Adviser Conference 2020 held from Wednesday 2nd September 2020 to Friday 4th September 2020. To commit to further training as part of your Continuing Professional Development programme.
- To assist with the smooth running of Arrivals weekends for Postgraduate, Undergraduate, Study Abroad and Pre-Sessional Students.



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LIVERPOOL

Signature _____

Date _____