

Residential Advisor Recruitment Guidance

The role of Residential Adviser at the University of Liverpool is to provide support, guidance and out of hours contact to our student residents. It is a challenging and fulfilling role where you will be an approachable, calm and dedicated point of contact for enquiries outside of normal working hours.

Being a Residential Adviser requires the candidate to live in the halls amongst the student residents. Alongside your application and references, your University of Liverpool file will be shared with Residential Services, Academic Compliance and Human Resources to ensure the role is suitable for you.

By continuing with your application, you consent to the sharing of information throughout the University of Liverpool. Any information on your Academic Record will be taken into account when deciding on your suitability for the role. Any disciplinary or conduct processes invoked whilst in the role of Residential Adviser will also impact on your Academic Record and your ability to represent the University of Liverpool.

As part of the Rehabilitation of Offenders Act 1974, it is the University of Liverpool's policy to require applicants to disclose all "spent" and "unspent" criminal convictions as part of their application for any job or profession which is excluded under the Act. By continuing with your application, you consent to supplying this information to us at the time of application. This information will be shared with Human Resources who will make necessary recommendations.

Candidates will also be required to attend an interview with the Hall Warden, the Hall Management Team and other key members of Residential Services staff where you will face a panel interview and scenario based tasks.

In order to be recruited, a number of documents will need to be provided:

- Passport
- Relevant Visa's
- 2 Letters of Reference (one academic, one employment)

All these will need to be supplied at the time of interview, and copies will be taken for our records. Failure to provide any of these items will result in a delay processing your position and can lead to non-appointment to the role. Your references must be dated, signed and have the relevant stamp/letter heading of the organisation providing it.