



## POSITION DESCRIPTION

<b>Position:</b>	Resident Advisor
<b>Department:</b>	Residential College
<b>Reporting to:</b>	Associate Dean, Student Services
<b>Contact:</b>	Anthony McGirr – Associate Dean, Student Services
<b>Salary:</b>	\$20,000 per annum plus 10% superannuation and 17.5% leave loading
<b>Hours worked:</b>	15 hours per week. This role requires additional hours to be worked outside of these hours. You will be paid overtime for any additional hours worked.
<b>Date:</b>	November 2020
<b>Contract dates:</b>	Immediate until 26 <sup>th</sup> November 2021

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## POSITION SUMMARY

The purpose of this position is to provide pastoral support and to model academic leadership to the student body, with specific responsibility for students on a residential corridor/in a residential building. Resident Advisors liaise with the college-appointed Student Coordinator in keeping a watching brief on the wellbeing of all students, ensuring the safety of students at College events, and maintaining the good order of the corridor. Resident Advisors are expected to be available for students and College functions in the evenings and on weekends, and to play a full role in the life of the College. Resident Advisors play a key role in promoting and maintaining the positive culture of Trinity College in all aspects of College life.

Resident Advisors are allocated a corridor to provide wellbeing support to throughout the year. In Jeopardy and Cowan buildings, an Advisor will be expected to support more than one Corridor either in Kitchens or Behan.

Resident Advisors receive a salary that is paid fortnightly, and are encouraged to teach in the tutorial program, which is managed separately. Resident Advisors pay rent for accommodation. The rent payment includes all meals and utilities, and reasonable access to internet data. Rental Rates range from \$480-520 per week, depending on which building the Advisor is placed.

## SELECTION CRITERIA

### Essential:

1. Demonstrated experience in the pastoral care of young people, with previous experience in a residential environment is highly desirable.
2. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
3. The ability to contribute positively and work within a team environment, and to foster community harmony on a residential corridor/within a residential building



4. A strong interest in the personal development of talented and diverse young people.
5. A willingness and enthusiasm to contribute to the wider life of the College.

**Desirable:**

1. A tertiary qualification.

**Further Information:**

- Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply.
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants should have a current First Aid certificate, and a Mental Health First Aid certificate. The College will arrange and pay for training if these have not yet been attained.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if invited for interview.
- The successful applicant must possess or secure a Working with Children Check (Employee) approval.

**KEY RESPONSIBILITIES**

**Pastoral:**

2. Provide wellbeing support for students on a designated corridor, developing positive, respectful relationships with students, regularly making contact and connection with them, and being an initial point of contact for students to access support.
3. Be present and available to students allocated to you for a minimum of four nights a week during semester, being accessible for students to receive guidance and support as needed.
4. Make contact with students allocated to you at least once a week and follow up on any student absences from the corridor or events.
5. Report on all student wellbeing issues to the College's Associate Dean and Wellbeing Coordinator regularly. Monitor and follow up with general student wellbeing concerns, escalating concerns to the Wellbeing Coordinator or Associate Dean.
6. Report, assist with, and respond to any serious or critical incidents in College, escalating concerns effectively and in a timely manner as incidents occur.
7. Attend regular RA meetings with the Wellbeing Coordinator and/or Associate Dean.

**Student Experience:**

8. Attend, assist, and supervise College events regularly in order to promote safety, inclusivity, and a positive College culture. This includes attendance at College Bar Nights on a rotating roster.
9. Provide 1 hour per week of **either**:
  - i. Teaching an extra-curricular tutorial in the area of your choice, which can be run in a group with another RA e.g. Mindful Meditation Class, Cooking Class etc.  
OR
  - ii. Run a 1-hour Study Hall of an evening for students in your area of expertise  
OR
  - iii. Tutorial supervision of Trinity's tutorial program – this option is limited and may be rostered across the group of RAs
10. Mentor and support the Student Coordinator on your floor to develop a safe, respectful, and inclusive environment that embraces diversity. This includes general behaviour and inclusivity, as well as cleanliness and corridor sustainability. This includes meeting with the Student Coordinator on a regular basis.



11. Work closely with the Student Coordinator to organise and manage all corridor events, including Corridor Dinners and Corridor Social Events once a semester, as well as informal events to promote corridor cohesion. These events will promote inclusivity, diversity, and positive culture throughout the year.
12. Attend initial training in College emergency procedures and protocols, and other essential training as required by the College, particularly in January/February as communicated by the Associate Dean.
13. Assist new students to settle into the College through helping to lead Orientation Weeks in February and July, and help to form positive, respectful relationships with students on a corridor. Advisors are expected to be present for the majority of O-week activities.
14. Assist with Admissions Interviews during peak intake times of July-October with 1-2 interviews per week.

#### **On-call Duty Shifts:**

15. Conduct a rostered "duty shift" of 4-hour length regularly scheduled across semester. This shift entails being on-campus and on-call during agreed set hours as agreed in the RA contract. Shifts are 4 hours long and are rostered across the year between the RA team. After the conclusion of the 4-hour shift, a rostered RA is expected to be available to respond to emergencies overnight and will be paid overtime for any work undertaken.
16. On-call responsibilities are:
  - i. Assist with, and respond to, all calls to the Duty phone, including Lockouts, facilities issues, and incident management.
  - ii. Escalate issues and incidents to Residential Executive members on call for support and reporting.
  - iii. Provide a report of all calls received whilst on-call to the Associate Dean upon completion of the shift.

#### **CHILD SAFETY**

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

#### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

##### **Employees must:**

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the workplace.



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- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

### TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 2,500 talented students from across Australia and around the world. These programs include:

- The residential College for undergraduate and postgraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities; a BA (Extended) pathway for indigenous students in partnership with the University of Melbourne; Young Leaders Program for domestic and overseas secondary school students, various short courses and conferences.
- Trinity College Theological School (TCTS), which offers degree and other courses for training and forming Anglican clergy and others, on campus, online, and in parishes.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Communications, Human Resources, and Finance and Administration – including finance, accounts, property and operations, and conferences and hospitality. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity, Society*