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| Student Accommodation |
| Property & Facilities |
| Edinburgh Napier University |
| Bainfield Student Accommodation |
| 6 Bainfield Drive |
| Edinburgh |
| EH11 1AR |
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**Resident Assistant Application**

Dear Student

Thank you for your enquiry regarding the post of Resident Assistant. Please find attached an application form and further particulars of the posts including the following:

1. Role Specification for post
2. Code of Conduct
3. The Role of the Resident Assistant
4. Scholarship Agreement

This Application must be returned by e-mail to [**reslife@napier.ac.uk**](mailto:reslife@napier.ac.uk) by **5pm 12 May 2024.**

We look forward to receiving your application.

Applicants must be available on Tuesday 28 May 2024 to complete the full scholarship.

If your course has a placement period, you should not complete this form as you are required to live in the accommodation for the full academic year and be available for all your rostered shifts.

You must be a fully matriculated Edinburgh Napier University student at point of RA application. We will not accept applications from students who are yet to apply, have not matriculated or are not an Edinburgh Napier University student.

If you are studying a Postgraduate, Masters or PhD course, due to the demanding nature of the role, you may not be eligible for the Resident Assistant position.

An appropriate interview date shall be considered once your completed application has been received.

We will endeavour to notify applicants within two weeks of their interview if they are successful or not.

All successful applicants shall have an Accommodation Scholarship directly applied to their rental costs for 2024-‘25. **This Scholarship shall reduce rental costs by 55%.**

Kind regards,

Student Accommodation Team

Edinburgh Napier University

Bainfield Student Accommodation

6 Bainfield Drive

EH11 1AR

Tel: 0131 455 3482

Email: [reslife@napier.ac.uk](mailto:reslife@napier.ac.uk)

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| **School/Department or Research Centre** | Student Accommodation |
| **Role Title** | Resident Assistant (Community) |
| **Responsible to** | Student Accommodation Officer |
| **Responsible for** | N/A |
| **Scholarship Value** | Rent reduction of 55% for one academic year |
| **Standard Hours** | Evening shift starting at 7pm, on-call until 7am  (1 to 3 shifts per week) |
| **Duration of Agreement** | August 2024 - June 2025 |
| **Disclosure Check** | Basic |
| **Location** | Bainfield / Slateford Road / Orwell Terrace |

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| **Role Purpose** |
| To assist in the general running of the Student Residences and the Residence Life Service /Programme, including the pastoral support of students, outside of office hours, directing them to the relevant help and support.  To cover fire marshal duties in the event of fire activations in the residences, in co-operation with Security.  To liaise closely with other staff, in particular Security and Student Accommodation. |
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| Key Duties & Responsibilities |
| * Be proactive in engaging with student residents and build and maintain effective relationships. * Advise, assist, and direct students in matters which may arise in residential accommodation. Such matters to be reported to the relevant Accommodation Officer. (Examples of the type of issues may include: helping students adjust to university life; homesickness; loneliness; emotional issues; students not settling within their accommodation; noise disputes; inter-tenant disputes). * Support Security in monitoring and reporting any breaches of discipline, health and safety, fire regulations and emergency procedures, recording all issues through Incident Reporting procedures. * Support Security staff in facilitating access to the property, if necessary, for example: to residents, emergency out of hours contractors and emergency services. * Assist in the completion of communal inspections as well as facilities tasks identified by the relevant Accommodation Officer. * Assist in the organisation, marketing, and delivery of the Residence Life Programme, including leading on the delivery of smaller Residence Life events organised on and off campus. * Carry out patrols of the accommodation blocks whilst on duty and report any health, safety, noise or security concerns to the Security team and Student Accommodation. Attend to any basic domestic tasks. * Staff the Site Reception 8pm-9pm during the RA shift. * Conduct 1-2-1 meetings with residents following guidance from Accommodation Officer. * Fulfil an additional 10 hours of flexible assistance to the Student Accommodation Team per trimester. * Ensure the circulation and distribution of all relevant notices, letters, and information to all residents. * Maintain a high degree of confidentiality at all times. * Attend regular meetings to review personal and team performance, training, and site management issues. These may be outside of duty hours. * RAs shall carry out the weekly fire testing every Wednesday as per the rota. RAs are required to arrive 15 minutes before the scheduled fire testing time to complete the admin/paperwork. RAs must be available for an hour once the weekly fire testing has started. This is a legislative requirement and anyone who does not attend or notify Student Accommodation in advance will be subject to a scholarship and performance review.   - Slateford Road 2pm (RAs must arrive at 1.45pm to complete fire folders and remain available until 3pm).  -Orwell Terrace 2.30pm (RAs must arrive at 2.15pm to complete fire folders and remain available until 3.30pm).  -Bainfield 3pm (RAs must arrive at 2.45pm to complete fire folders and remain available until 4pm). * Act as Fire Warden/Marshal in the event of a fire alarm activation whilst on duty. * Assist with all University Open Days, lease end checks and the Arrival Weekend, hours of which will be advised. * nion events and facilities f swledge Attend all necessary and mandatory training. * Any administrative duties as may be appropriate that facilitate the operations of the department. * Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. Data Protection. * Any other such duties as may be reasonably expected to effectively undertake the role. |

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| Person Specification – Essential | Person Specification – Desirable |
| * Full-time matriculated Edinburgh Napier University student * Experience of delivering high quality customer service. * Experience of independent working and of working as part of a team. * Able to use initiative and act without supervision. * Clear understanding of the limitations of the role and ability to judge when it is appropriate to ask for support. * Experience of working within a policy and procedural framework, giving advice, and gaining compliance. * Awareness of issues facing students in University accommodation. * Effective communication skills, both in written and verbal form. * Ability to cope with and prioritise completing RA duties and academic work demands. * Ability to maintain accurate written and typed records. * Time management and responding to all internal correspondence in a timely manner. | * Experience or knowledge of being a resident student within Edinburgh Napier University Student Accommodation. * Experience or involvement in activities aimed at enriching student life. * Knowledge of the support services available to students provided by the University. * Health and safety awareness/ knowledge. |

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# Training

All Resident Assistants will be required to attend an Induction Session prior to the conclusion of Academic Year 2023/2024. This shall take place on Tuesday 28 May 2024. Details shall follow upon receipt of an offer.

All successful applicants are required to move into accommodation on 24 - 25 August 2024. Applicants are also required to attend a mandatory training period prior to the commencement of Trimester 1 2024/25. This shall take place 26 - 30 August 2024***.*** Training days are usually 9am-6pm. Our fully trained Resident Assistants shall then assist with flat set-up between 2 - 4 September 2024 (9am-7pm)***.*** Being onsite for the duration of key collection on 5 September – 7September 2024 is compulsory. There is also the requirement to assist with our welcome events and Reslife programme during student arrivals and Welcome Week.

**Scholarship Requirements**

For fulfilling the above role, each Resident Assistant shall have an Accommodation Scholarship directly applied to their rental costs. This scholarship amounts to a 55% reduction in rental costs within Edinburgh Napier University Student Accommodation. If you have already settled payment of your rent for 2024/25, a refund shall be issued.

**Resident Assistant (Community)** duties are primarily rota based and account for approximately 12-36 hours ***on-call*** per week. (1 to 3 evenings)

A typical week will involve a minimum of a fire alarm test, water testing, 1 to 3 on-call evening shifts plus any ad hoc duties as required. Attendance at and assistance in Residence Life events per trimester will be expected.

**Full time hours will be expected for the first 2 weeks of the contract and the final lease end week.**

##### PROPERTY & FACILITIES

##### STUDENT ACCOMMODATION

**Resident Assistants**

# Code of Conduct and Scholarship Conditions

The position of Resident Assistant is one of responsibility for the students living in University accommodation and, as such, RAs live in public view and should remember to conduct themselves in an appropriate manner at all times. RAs, as with all students, must adhere to the University’s rules and regulations and the Student Accommodation Code of Conduct. RAs are also fully bound by the terms and conditions of their Tenancy Agreement as well as their Scholarship Agreement. Additionally, all RAs must consider the following:

**Attendance**

RAs must attend all training, meetings, events, and working groups and be present for office cover as required and arranged. If you are ill or unable to cover for any reason, you will be responsible for arranging cover with the other RAs. Where this is not possible, a minimum 48-hour notice must be given to the Student Accommodation Officer so alternative cover can be arranged. You are required to check your University emails and the live rota frequently. You must wear your RA uniform and name badge at all times whilst carrying out your duties. You are required to check your student email 1 hour before you begin your shift to account for any changes or business requirements.

## **Alcohol**

Any RA on duty must not drink alcohol or be under the influence. During these times you may be called upon to deal with an emergency and the consumption of alcohol may affect your judgement.

Out with duty hours, social drinking is permissible, however an RA should not drink to a level which would impair their judgement or endanger the wellbeing of other students. Remember you will lead by example and should always demonstrate integrity.

## **Drugs**

The taking, and possession, of illegal drugs as well as new psychoactive substances / “legal highs” is forbidden.

## **Commitment and Integrity**

All RAs should be committed to their role. Your integrity should be unquestionable and should inspire the trust and respect of fellow RAs, students, visitors, student accommodation, and University staff.

## **Inappropriate Communication**

RAs must not send any inappropriate communications of a lewd or threatening nature to fellow students, RA team members, or staff. You must not share any information or anything that breaches GDPR or questions professionalism, in any group chat, between peers, or outwith student accommodation. Personal dealings and site-specific actions, including dealings with other residents, must remain confidential at all times. Individual issues, investigations, or other processes where data is protected by GDPR, raised with Accommodation Officer, must not be shared via chat platforms, or disclosed to other team members, or other persons other than those concerned.   
  
**Relationships**

Team dynamic impacts performance and you are encouraged to aim and work in harmony with others. You will be part of a varied and diverse team and should aim to maintain good interpersonal relationships with fellow team members.

Any relationship that may impact the integrity of the role must be disclosed during the application process, prior to commencing the RA duties or during the scholarship.

## **Confidentiality**

All RAs may be party to confidential information. This confidentiality should be respected at all times. If you require advice on dealing with information, contact the Student Accommodation Officer immediately.

## **Review of Scholarship and Performance Reviews**

Whenever an RA’s execution of their tasks is deemed to be unsatisfactory, they will be informed of this by the Student Accommodation Officer. The RA concerned will be assisted to improve their performance. A formal scholarship review process will take place where necessary.

Periodic 1-2-1 meetings with an Accommodation Officer/Reslife Coordinator will take place throughout the length your scholarship agreement, where your performance and development are discussed with you.

If a satisfactory performance cannot be achieved, the Student Accommodation Officer, under the authority of the Student Accommodation Manager, shall terminate the scholarship agreement. The student concerned will no longer be asked to fulfil the duties of an RA and will no longer receive the Scholarship associated with the position.

**Important Dates**

**All RAs must be able to commit to the following dates:**

* **28 May 2024** – Induction session (Bainfield Common Room)
* **24 - 25 August 2024** – Move in date to accommodation
* **26 - 30 August 2024** – Training Week (9am-6pm)
* **2 - 4 September 2024** - Trimester 1 flat set-ups (9am-7pm)
* **5 September - 7 September 2024** – Key Collection Sessions / Duties commence (rota TBC).
* **9 - 15 September 2024** – Welcome Week assistance (rota TBC)
* **3 - 8 January 2025** - Trimester 2 flat set-ups and general assistance
* **4 January 2025 -** Tri 2 first shift
* **8 - 10 January 2025** - Tri 2 key collection (rota TBC)
* **17– 19 January 2025** – Arrival events
* **5 – 7 June 2025** - End of lease work (9am-7pm)
* **8 June 2025** – RAs depart accommodation at 10am

**Holidays\***

**Holidays are permitted where appropriate rota shifts have been covered and Student Accommodation Officer has been notified in advance.**

**Christmas**: Standard rota shall operate until 22 December 2024 and resume on 3 January 2025. RA service may be required between these dates.

University Holidays (excl. the above) – RA Service shall run as normal.

\*All dates may be subject to change/ flexibility required.

**APPLICATION FOR RESIDENT ASSISTANT**

Send completed forms to arrive no later than the indicated date: **21 of April 2024 at 5PM.**

Student Accommodation Reception

Bainfield Student Accommodation

Bainfield Drive

Edinburgh, EH11 1AR

Role applied for (tick one only):

**RA (Community)**

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| --- | --- | --- | --- |
| Full Name |  | Matriculation Number |  |
| Preferred Name |  | Pronouns |  |
| Nationality |  | Current year of study |  |
| Email |  | Telephone number |  |
| Course |  | Mobile Number |  |
| Current address (term) |  | | |
| Home address (summer) |  | | |
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| **Site preference** | |  | **Polo shirt / Hoody size/ Softshell jacket (Uniform)** | |  |
| Bainfield |  | XS |  |  |
| Slateford Road |  | S |  |
| Orwell Terrace |  | M |  |
| **Please rank in order of preference (1-3) We cannot guarantee site applied for** | | L |  |
| XL |  |

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| **INFORMATION IN SUPPORT OF YOUR** **APPLICATION** –Include skills, responsibilities, hobbies, interests and experience you consider relevant to the role, please refer to the role description. Interviews shall not be offered to applicants who do not fulfil all Essential criteria (Continue on a separate sheet if necessary) |

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**EVENT PROPOSAL** - As an RA you would be expected to organise and host an event. What event would you organise for our students? (Areas to consider – social, wellbeing, emotional, mental health, physical, academic and sustainability). Please detail your plan for what will happen during your event, in as much detail as possible.

**What –**

**Why –**

**When –**

**Where –**

**Expected audience and numbers –**

**Proposed costs and income –**

**Any other relevant information -**

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| **PREVIOUS STUDENT ACCOMMODATION** | | |
| Have you previously or are you at present living in shared/university accommodation? | **Yes** | **No** |
| If Yes, please give the address and dates or residence: | **From:** | **To:** |
| Address 1 |  |  |
| Address 2 |  |  |

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| **EMPLOYMENT HISTORY** (continue on a separate sheet if necessary) | | |
| Name and Address of Employers | Position held | Date (from/to) |
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| **EDUCATION** | | | |
| School | From | To | Awards (Higher/A Level etc) |
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| **Do you have any disabilities, medical conditions or extenuating circumstances which may impact your performance as a Resident Assistant we should be aware of?** |

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| **REFERENCE** - Name and Address of a referee: (can be a tutor, employer or personal reference) | | | | | |
| Name |  | Email | |  | |
| Address |  | | | | |
|  | | Telephone | |  | |
| Relationship to applicant (tutor, boss, friend etc.) | |  | | | |
| Can we contact prior to interview? | | Yes | No | |  |

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| **I certify, that to the best of my knowledge, the information given in this form is accurate and without omission.**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Office use only

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| Appointed | Allocation | Size | App form | £300 adv | GF | Serv agg | Induction | Tenancy |