

# Residential Life Team

## Warden – Person Specification

Due to the high level of interest for volunteers to undertake the role of Warden and in order to select the best volunteers for the post, we will focus on the knowledge, skills, experience and qualifications necessary to undertake the role effectively.

<b>The post-holder must be able to demonstrate the following:</b>	<b>Measured by:</b> a) Application form b) Presentation c) Interview
<ul style="list-style-type: none"> <li>At least 3 years experience in a senior role with the Warwick Residential Life Team, or equivalent complex residential operation</li> </ul>	a
<ul style="list-style-type: none"> <li>Experience of leading teams to achieve successful outcomes and of individual and team development</li> </ul>	a, c
<ul style="list-style-type: none"> <li>Experience of dealing with students in distress with demonstrable evidence of securing positive outcomes</li> </ul>	a, c
<ul style="list-style-type: none"> <li>A commitment to diversity and awareness of the university's policy on equality and diversity, together with an awareness of working with individuals from a range of different cultures, disabilities, sexual orientation and age</li> </ul>	a, b, c
<ul style="list-style-type: none"> <li>An understanding of the policies relating to the Residential Life Team and the demands of the role, together with an understanding of the student life cycle and the contributions that different parts of the University make to it</li> </ul>	a, b, c
<ul style="list-style-type: none"> <li>Flexibility and adaptability combined with an ability to act decisively in situations which require an urgent response to achieve appropriate outcomes</li> </ul>	a, c
<ul style="list-style-type: none"> <li>A good working knowledge of MS Office, email and the internet</li> </ul>	a, b
<ul style="list-style-type: none"> <li>Demonstrate professionalism, tact, and diplomacy (in often challenging circumstances)</li> </ul>	a, c
<ul style="list-style-type: none"> <li>Evidence of communication, interpersonal and organisational skills</li> </ul>	a, b, c
<ul style="list-style-type: none"> <li>The ability to work effectively under pressure and manage competing demands</li> </ul>	a, c
<ul style="list-style-type: none"> <li>Experience of working with and preferably mobilising a team of volunteers</li> </ul>	a

# Residential Life Team

## Warden – additional information

The Warden's role as a volunteer is to assist in ensuring the provision and delivery of an effective system of student support for students resident in the University and University managed residences. The Warden will contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student learners at the University.

### **Duties of the Warden**

1. The Warden is the person responsible for the proper management of residences, and the enforcement of the Accommodation Regulations as outlined in the University Calendar.
2. The Warden is responsible for ensuring that the Residential Life Team in their area perform the duties described in the associated Guidelines satisfactorily and for providing leadership, help and support as required.
3. The Warden is responsible for drawing the attention of all members of the Residential Life Team within their area to the University Residential Accommodation Regulations, published in full in the University Calendar and in summary in the residential information booklet given to students; and to ensuring their understanding of these Regulations.
4. The Warden will act on reports of all damage to buildings, furnishings or fittings within their area of responsibility and shall receive the name(s) of the student(s) responsible. Reports on unattributable damage must be similarly reported to the Accommodation Services Manager.
5. The Warden will receive written reports on any disciplinary action taken by a Deputy Warden, Subwarden or Resident Tutor. All such reports/fines will be processed in consultation with the Warden, and copied to the Head of Student Support.
6. The Warden is expected to undertake responsibility as required by the Campus Duty Tutor Rota.
7. The Warden is responsible for the welcoming of incoming students each year, and assisting Warwick Accommodation in both "Arrivals weekend" and, where appropriate, the final weekend of each term.
8. The University has a Crisis and Disaster Plan which is used in the event of any emergency. The Warden will be expected to assist, as directed, in any situation where the plan is brought into effect.

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## Warden – additional information

9. The Warden shall liaise with other University Departments involved in residential accommodation issues, such as Warwick Accommodation and the Estates Office.
10. The Warden must be aware of the responsibilities and obligations of Deputy Wardens, Subwardens and Resident Tutors.
11. The Warden may, from time to time, request individual Tutors, Subwardens and Deputy Wardens to undertake additional minor short-term duties.
12. The Warden may, from time to time, be requested to undertake additional duties as required by the Head of Student Support and/or Deputy Registrar.

# Residential Life Team

## Information for Applicants with Children

The University has a limited number of Residential Life Team flats which are suitable for occupation with children. These are:

### **Warden's Accommodation:**

- Warden accommodation at Westwood
- Warden accommodation at Lakeside
- Warden accommodation at Rootes
- Warden accommodation at Cryfield
- Warden accommodation at Tocil
- Warden accommodation at Jack Martin
- Warden accommodation at Bluebell
- Warden accommodation at Sherbourne

### **Deputy Warden's Accommodation:**

- Deputy Warden accommodation at Sherbourne

### **Sub-Warden and Resident Tutor Flats:**

- Sub warden accommodation at International House
- Resident Tutor accommodation at Westwood

All of these accommodation blocks have separate entrances and exits for Residential Life Team members from the Halls of Residences than those used by the students, thereby reducing the risk to children in the event of an evacuation from the building being necessary. A full risk assessment relating to these designated flats will be made available to individuals prior to accepting a position in one of them.

### **Children Visiting Members of the Residential Life Team**

Whilst, with the agreement of the Warden and with due reference to relevant information on risk, it might be possible for children to make occasional visits to other residential areas, the residential areas outlined above are the only ones where the ongoing residency of children linked to a Residential Life Team post is permitted.

### **Changes to Personal Circumstances**

If you are not living in a flat designated as suitable for occupation with children and your circumstances change during your period of appointment, requiring you to bring children to live with you, the University will advise you of appropriate Residential Life Team vacancies in approved areas as they arise. You are requested to notify the University as soon as possible to any change in circumstance.

If you are not able to secure such a position before the children are due to move into residence, then you will need to make arrangements to leave the Residential Life Team and make your own arrangements for accommodation. You will be notified if a vacancy in a flat designated as suitable for occupation with children becomes available. If there is more than one eligible applicant for one vacancy then a selection process will be undertaken.

# Residential Life Team

## Information for Applicants with Children

### Smoking in University Residences

You may know that the University has reviewed its policy on smoking in the light of changes to the Law that came into force on 1 July 2007. The Law bans smoking in all enclosed public areas including vehicles. This is implemented across the University in all of its public buildings and vehicles (smoking is already banned in workplaces). The use of electronic cigarettes is prohibited wherever smoking is prohibited.

The University has reviewed its overall management policies on smoking, some of which are required by law and some are not. The decision has therefore been taken to introduce a total ban on smoking within University Residences. This includes all internal areas of the residential buildings including Residential Life accommodation. This change to policy means that the smoking of anything in residence is now banned and the disciplinary regulations will be changed to reflect this. The ban will operate all year round including during conferences.

Residential areas are complex because they are a place for individuals to live, but they are also places where people have to come to work. The decision to ban smoking in residential areas has been taken to provide the fairest and safest way forward for all parties.