



Additional Particulars

Hours of work:

The post holder will be required to be available to attend training during the week 14th September to 20th September inclusive. Failure to attend this training period will result in you not being able to fulfil the role.

The post holder will be expected to carry out one proactive shift per week, typically 6pm – 9:30pm.

Typically duties will include:

- Hold flat meetings with residents
- Complete student visits to check up following any incidents the night before
- Put posters up of events and campaigns relevant at the time
- Speak to residents and record their interactions and pass these on to you
- Run events
- Run campaigns
- Play a proactive and visible role in patrolling the area, giving advice to students on the rules and regulations of living in hall

At the end of each shift, the post holder will be expected to submit a thorough report to the Hall Life Manager.

Accommodation

The role of Hall Life Duty Officer is residential, and the post holder will therefore be allocated a room in accommodation owned and managed by Residential Services. **The post holder will be responsible for the full accommodation charge and any additional charges relating to their accommodation.**

You are expected to reside at the accommodation allocated to you by the College in order to properly perform the role of Hall Life Duty Officer.

A Hall Life Duty Officer appointment is subject to passing a probationary period of one term, in the first instance, and it being agreed by yourself and the Hall Life Manager that continuing for the rest of the year will be suitable and appropriate. This probation will be reviewed, in a development meeting, by the Hall Life Manager at the end of each term in the role

The usual student rules apply i.e. there should be no College debt (including accommodation fees), no cars or parking permits are allowed on campus, you must sign a halls of residence contract, and you are unable to leave your accommodation contract early.

It's important that you inform us, as soon as possible, of any changes in your registration with Royal Holloway, as well as any other personal or financial issues which might reasonably be considered to affect your ability to carry out the role, affect your suitability for it, or affect

your ability to pay your accommodation fees as the room that is allocated is specific to the Hall Life Duty Officer.

Uniform

The post holder will be expected to wear uniform, which is provided, whilst on duty and carry their college card at all times.

References

All appointments are subject to satisfactory references.

Time off

Hall Life Duty Officers will have holiday pay incorporated with their hourly rate of pay and therefore are expected to perform their duties throughout all three academic terms but will not be expected to perform their duties during times when the College is closed.

Any other duties as required by the Student Engagement and Sport team or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.