We are seeking to appoint three Residences Academic Advisers, one for each of the residential villages. These are new roles and form part of the University's whole-institution approach to student support. This is an exciting opportunity for academic staff to become involved in the educational life of our residences. You should have excellent interpersonal and communication skills and experience in building and maintaining co-operative relationships, working in partnership at all levels.

You will already hold a substantive academic role at the University of Bristol and have the enthusiasm to help create and support an academic ethos and environment within the residential village (to which you are attached) and help stimulate intellectual curiosity within our students. You will have a broad awareness of the extra-curricular opportunities available to students and contribute to community building through, the championing of, and engagement with, academic activities and events across the village.

Residencies Academic Adviser (3 posts available)

Posts open to: University of Bristol academic staff

Number of posts: Three, one Academic Adviser attached to each residential village

Contract type: Fixed term contract for one year in the first instance

Working pattern: Staff will be bought out of their substantive role at 10%. There will also be engagement in academic activities during the evenings and occasionally at weekends whilst students are in residence.

Honorarium: £1700

Further particulars: see the Role Description on subsequent page

Application process: Please email your expression of interest in the role to Pru Lawrence-Archer, Pru.Lawrence-Archer@bristol.ac.uk

Closing date for expressions of interest: 22nd August 2018

Interview date/s: These are not yet set; we will endeavour to work around diary commitments.

For an informal discussion: Please contact Lynn Robinson (deputy-registrar@bristol.ac.uk, tel: 011742 83179).

Role Description on next page
Specification

The Residences Academic Adviser will hold a substantive academic role at the University of Bristol and have enthusiasm to help create and support an academic ethos and environment within the residential village they are attached to and to stimulate intellectual curiosity in our students. They will have a broad awareness of the extra-curricular opportunities available to students and contribute to community building through, the championing of, and engagement with, academic activities and events across the village.

Coverage

There will be one Residences Academic Adviser in each residential village.

Role Description and Responsibilities

The duties of the Residences Academic Adviser within each residential village will include:

1. Advising on the provision of a vibrant series of educational student-led activities for the residential village, including activities organised by Bristol Students’ Union, JCRs, residents and student academic societies.

2. Overseeing the provision of academic related activities across the residential village, including, but not exclusively activities organised by Residential Life Advisers, Bristol Futures, academic skills or the Careers Service.

3. Signposting and providing guidance to the village Residential Life team around how to deal with academic queries from students and advising the team on existing roles or mechanisms that students should engage with (e.g. Personal or Senior Tutor or relevant School or Faculty administration staff).

4. Having an awareness of the particular support requirements for international, BAME and widening participation students in relation to academic practices.

5. Being visible as part of the village Residential Life team, particularly during Welcome Week and key academic events in the residences.

6. Liaison with the Residences Academic Advisers in the other residential villages as a conduit for information and to enable dissemination of good practice.


8. Membership of the Senior Tutor Network.

9. Liaison with the Faculty Education Directors (this may be via attendance at meetings, away days etc).

Suggested time allocation Engagement in academic activities during the evenings and occasionally at weekends whilst students are in residence. Staff will be bought out of their substantive role at 10%.

Honorarium The Residences Academic Adviser will receive an honorarium of £1700, plus expenses. (Annual leave and Staff Review to be agreed in liaison with the line manager and Head of Student Residential Life).

Support The Residences Academic Adviser will be provided with administrative support for their work by the appropriate member of the Residential Life team, (i.e. to book rooms, advertise events, reimburse expenses etc)

Budget There be a small budget available for the Residences Academic Adviser to call on to enable activities to take place.

Reporting line Chair of Senior Tutor Network (with dotted line to the Head of Residential Life in the relevant village).

Length of office As a new role the appointment will be for one year in the first instance with a review point after the first year. After review with the role holder and other stakeholders with a view to a further two-year appointment in a refined role if necessary. Thereafter is envisaged that this would be a three-year appointment.