

PERSON SPECIFICATION: Senior Resident Tutor (Treforest)

<u>SKILLS AND ABILITIES</u> Essential	Desirable
Excellent oral Skills Excellent written communication skills Excellent Listening Skills	Management of residential environments
<u>KNOWLEDGE</u> Essential	Desirable
Awareness of challenges facing residents in HE Knowledge of problems experienced in Residential Environment.	Knowledge of Regulations and policies of the University Knowledge of services provided by Student Services and Student Union
<u>EXPERIENCE</u> Essential	Desirable
Dealing with delicate and problematic situations Confidentiality issues Team working Lived in a Communal/Residential Environment	Management of residential environment
<u>TRAINING</u> Essential	Desirable
Commitment for support and training	Emergency first aid
<u>OTHER REQUIREMENTS</u> Essential	Desirable
Good interpersonal and telephone skills Mature outlook At least 8 months remaining to achieve postgraduate if postgraduate/research student	Valid driving license

PERSON SPECIFICATION: Welfare/Resident Tutor (Cardiff/Newport)

<u>SKILLS AND ABILITIES</u> Essential	Desirable
Excellent oral and written communication skills	Management of residential environments
<u>KNOWLEDGE</u> Essential	Desirable
Problems experienced in residential environments Knowledge of confidentiality	Knowledge of services provided by Student Union and Student Services
<u>EXPERIENCE</u> Essential	Desirable
Lived in a residential/ communal environment Team working Email user	Dealing with delicate and problematic situations
<u>TRAINING</u> Essential	Desirable
Commitment for support and training	Emergency first aid
<u>OTHER REQUIREMENTS</u> Essential	Desirable
Good interpersonal and telephone skills Mature outlook At least 8 months remaining to achieve postgraduate if postgraduate/research student	Valid driving license