

THE POST

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| College/Service: | Wellbeing Services http://www.exeter.ac.uk/wellbeing/ |
| Post: | Wellbeing Consultant |
| Grade: | F |
| Reporting To: | Head of Wellbeing Services |
| Responsible For: | N/A |

Job Description

Main purpose of the job:

To work as a member of a team offering support to students experiencing mental health, psychological and wellbeing difficulties. This will include a wide range of approaches and interventions including assessment, advice and information, cognitive-behaviour therapy and other psychological interventions, health promotion and illness prevention services. The post holder will also be expected to assess students' need in line with current legislation and assist the university to embrace its responsibilities with regard to reasonable adjustments for students with mental health difficulties. Liaison with university and external staff (e.g. health, mental health and other statutory or voluntary sector agencies) will also be required to ensure excellent support for students with acute mental health and/or wellbeing needs.

Main duties and accountabilities:

- To provide specialist support, counselling and other interventions to meet the wellbeing needs of University of Exeter students. This may involve face to face delivery, remote services and web provision.

Provision may include:

- Wellbeing Triage and assessment
 - Mental health advice, support and clinical interventions
 - Counselling and other psychological therapies or psychosocial interventions
 - Case management and co-ordination
 - Advising on the provision of reasonable adjustments and supporting students in accord with the requirements of current legislative frameworks (e.g Equality Act 2010)
 - Mental health mentoring
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- To provide a proactive and flexible response to wellbeing, critical incidents and mental health crises. This may include assessing risk, advising and supporting university staff to ensure an appropriate institutional response, and liaison with the external agencies that hold responsibility for crisis management.
 - To carry an active caseload of students, including those with complex needs.
 - To provide consultation, advice and guidance to university staff who support students with mental health and/or wellbeing difficulties, ensuring that students are assisted appropriately and within the requirements of the relevant legislative frameworks (e.g. Equality Act 2010). To contribute specialist advice in the development of university policy and procedure, and to implement appropriate guidance where relevant - e.g. Fitness to Study Procedure, Fitness to Practice etc.

- To act as a lead practitioner for the service in one specialist area of wellbeing. In particular, this postholder will be expected to deliver, as part of their role, cognitive-behavioural therapy to students who present with a wide range of issues and concerns. Additional skills in other areas of clinical delivery or advice and support are desirable (e.g. counselling, mental health advice, solution-focused therapy, CBT, crisis intervention, work with couples, online therapy, or psycho-educational group work.) Staff offering psychological therapies must be appropriately trained, qualified and supervised, in accord with standards agreed by the university and in line with the relevant Professional Bodies.
- To contribute to the development and implementation of service policy and procedure (e.g. risk management, core model of delivery, evaluation).
- To contribute to the organisation and supervision of mentoring and/or related DSA funded activity.
- To ensure good record-keeping practices are upheld in line with service, departmental and professional requirements. To provide reports as necessary and in accord with service protocols.
- To embrace the university's commitment to health promotion and to contribute to the development of a range of mental health and wellbeing events and activities.
- To contribute to the development of illness prevention services including web based self-diagnostic, self-help/symptom reduction services.
- To develop and deliver training sessions and information for academic and support staff as required. To act in a consultancy and liaison role as appropriate.
- To participate in, and take forward, service audit and evaluation procedures.
- To participate in service promotion activities, including (but not limited to) Post-Offer Open Days and Welcome Week Information Fairs.
- To represent the Wellbeing Service in relevant university networks and professional organisations (e.g. BABCP/AUCC/UMHAN/NADP) to ensure that Wellbeing Services maintains awareness and links with a broad range of universities, services and issues.
- To make an active contribution to the work of Student Support Services, working collaboratively towards the shared goals of the department/Service.
- To be a good team player, who supports and contributes to the morale and development of the team.
- To undertake appropriate training and supervision in order to maintain professional registration and/or accreditation as required by the University.
- To have the opportunity to volunteer with out-of-hours advice and support and to receive appropriate remuneration.
- To engage in research and scholarly activity as appropriate to the needs of the service.
- To undertake any other duties that fall within the scope of the post, following discussion with the line manager.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

| Competency | Essential | Desirable |
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| Attainments/Qualifications | <p>First Degree or equivalent.</p> <p>Core professional training in an area of professional practice (e.g. counselling, psychology, occupational therapy, mental health nursing, social work – or equivalent.) and approved qualification as a cognitive-behavioural psychotherapist (or equivalent) Commitment to continuing professional development.</p> <p>Registered with BABCP</p> | <p>Training in an additional specialist area of professional practice (e.g. crisis management, solution-focused therapy, management of eating disorders, group work)</p> <p>Normally, a minimum of three years' post qualifying, relevant experience</p> |
| Skills and Understanding | <p>Understanding of, and commitment to, confidentiality in an HE context.</p> <p>IT skills, including use of Microsoft Office</p> <p>Capacity to build strong professional relationships within a diverse university community.</p> <p>Strong and effective communication and negotiation skills.</p> <p>Good at influencing others and establishing effective professional networks.</p> <p>Understanding of medical/psychological reports and information.</p> <p>Ability to set and keep appropriate boundaries</p> <p>Capacity to negotiate and manage ethical dilemmas</p> <p>Ability to maintain up-to-date and accurate records.</p> | <p>Skills and experience in training and consultancy.</p> <p>Skills in the development and delivery of web-based information and advice.</p> <p>Skills and experience in health promotion and illness prevention.</p> <p>Skills and experience in mentoring and/or supervising staff - including trainees on placement, locums, support staff and bank workers.</p> |
| Prior Experience | <p>Experience as a professional BABCP registered therapist and experience of practising in a health-related (preferably IAPT) environment.</p> <p>A background in one area of expertise and willingness to engage in a broader range of interventions.</p> | <p>Experience of preparing and delivering staff development and training.</p> |
| Behavioural Characteristics | <p>Excellent interpersonal skills.</p> <p>A willingness to be creative and flexible in developing Wellbeing Services.</p> | |

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| | <p>Ability to use own judgment to make decisions.</p> <p>Competence and confidence to work independently and to be a good team player.</p> | |
| General and Special Knowledge | <p>Knowledge of the relevant legislation and statutory obligations affecting students with mental health issues in HE.</p> <p>Knowledge of current professional developments in mental health practice and/or cognitive-behavioural therapy.</p> | <p>Demonstrable knowledge of current disability support practices, systems and procedures in HE</p> <p>Knowledge of the Disabled Students' Allowance process.</p> <p>An understanding of issues relating to curriculum access for learners with mental health difficulties in HE.</p> |

Informal Enquiries

For further information, please contact Mark Sawyer, Head of Wellbeing Services, email M.Sawyer@exeter.ac.uk, or telephone (01392 724381).

Additional Information Relating to the Post

Salary

The starting salary will be on Grade F, £33,242 (pro-rata) per annum.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 21.9 hours per week. This post is for 3 days per week (predominantly afternoons although with some flexibility required) over 29 weeks of the year (during term time) and is equivalent to 0.4 FTE.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

DBS Clearance

Please note that as this post will involve working with Children/Vulnerable Adults, your appointment is subject to you receiving satisfactory DBS clearance in accordance with University policy.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information. Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **Tuesday 16th September**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.