

## **JOB DESCRIPTION**

**POST:** Head of Mental Wellbeing

**DATE:** May 2020

**DEPARTMENT:** Student Services

**POST NO:** STU-B81

**STARTING DATE:** As soon as possible

**SALARY RANGE:** Grade 8, £41,526 to £49,553 per annum

**HOURS:** Full time, 37 hours per week

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Head of Operations

### **THE POST**

Based within Student Services you will lead, develop and manage the Counselling and Mental Health section of Student Services. You will take oversight of engagement with the link GP practice and other health providers and will guide and advise the Head of Operations and Director of Student Services as appropriate in this area. You will ensure the delivery of an integrated, high quality counselling and mental health service for students and, to a different extent, staff, working with other sections of Student Services as appropriate. You will ensure appropriate administrative and reporting systems are in place, and that the Section complies with University and professional guidelines and requirements.

You will provide some counselling and/or mental health support to students, and on occasion, staff, depending upon your expertise.

You will work with the Head of Operations to contribute to the appropriate fora and committees in matters relating to issues of student counselling and mental health and you will provide consultation and training to staff as required.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To work with the Head of Operations and the Director of Student Services to lead and shape the counselling and mental health section of the Wellbeing Team, in accordance with the strategic direction of the University in general and Student Services in particular.
2. To provide leadership, management, advice and guidance to the counselling and mental health team. To line manage a number of part time counsellors, the lead counsellor, any associate counsellors and the Senior Mental Health Adviser.
3. To provide clinical support to students and, as required, staff, in a counselling or mental health capacity as appropriate. This will include making assessments and offering 'emergency' or drop-in sessions.
4. To work with the counselling and mental health teams to develop their clinical provision, both proactive and reactive, and evaluate its effectiveness.

5. To be responsible for developing, supporting, monitoring and contributing to appropriate structures for the assessment and management of risk in students.
6. To lead the counselling and mental health section in the design and implementation of assessment, recording and evaluations systems, such as CORE PC.
7. To develop close links with alternative mental health provision in the community, encouraging working together and close referral and communication.
8. To oversee and develop links with the University link GP practice and other health provision; to provide advice and guidance to the Head of Operations and Director of Student Services on health related matters as appropriate.
9. To ensure effective communication with other staff within the Mental Wellbeing Team and the wider Student Services team in order to promote an integrated service.
10. To contribute to the development of the Student Services Annual Operating Statement and the University's Strategic Plan.
11. To attend and represent Counselling and Mental Health, and when required the wider Mental Wellbeing Service, at relevant working groups and committees, both internal and external.
12. To inform and advise management and staff, particularly the Head of Operations, on developments within the student counselling and mental health fields and to assist in the preparation of policy and consultation papers as required.
13. To maintain professional and personal development, supervision and accreditations /registrations.
14. To manage the administration of the services including devising and implementing an effective system for evaluating the counselling and mental health provision on an annual basis.
15. To ensure that the Section adheres to relevant ethical and professional frameworks.
16. To carry out any other duties as reasonably required by the Head of Operations that are reasonable and relevant to the work of the Department.

### **General Information**

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

### **CONDITIONS OF SERVICE**

The appointment will be at Grade 8, with a salary range of £41,526 to £49,553 per annum. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus in Winchester. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

Normal hours of work will be 37 per week, to be worked between the hours of 8.30am and 5.30pm, Monday to Friday, by agreement with your Line Manager. The appointment will, in an appropriate case, be subject to a probationary period of 6 months.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 35 days per annum, plus Bank holidays and two extra statutory days. A proportion of the entitlement is allowed pro rata for part-time staff working less than five days per week and/or not throughout the year, and for all support staff during first leave year at the University.

The successful candidate will be required to complete a Police check by the Disclosure and Barring Service. The University completes DBS checks in accordance with the DBS Code of Practice. Further details regarding the DBS Code of Practice can be obtained from the Human Resources Department, or from the DBS website [www.dbs.gov.uk](http://www.dbs.gov.uk).

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principle Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

### **APPLICATION INFORMATION**

Candidates shortlisted for interview will be asked to give a presentation. Details of the presentation will be provided to shortlisted candidates.

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

## PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last four columns on the Person Specification (labelled A, I P and T) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation, T = Test

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P	T
<b>EDUCATION/TRAINING</b>						
A first degree or equivalent	X		X			
*Relevant professional qualification and accreditation/registration, for example with BACP, HCPC, UKCP, BPS or the NHS <i>*The postholder may be professionally recognised in either the counselling or the mental health field; it is not required that they be recognised in both areas</i>	X		X			
Knowledge / experience of providing online counselling or mental health support sessions		X	X	X		
Experience of providing supervision qualification to colleagues in the mental health or counselling fields		X	X			
<b>EXPERIENCE</b>						
Substantial post-qualification experience of delivering effective counselling or mental health interventions, ideally in an educational context	X		X	X		
Knowledge of CORE systems		X	X	X		
Proven experience in the collection, analysis and use of data monitoring and evaluation to continuously improve and service and deliver service innovation	X		X	X		
Experience of risk management in a context of service delivery to potentially vulnerable people	X		X	X		
Substantial experience of providing management and leadership to a multi-skilled team	X		X	X		

<b>KNOWLEDGE</b>						
Confident and comfortable with the use of electronic systems as a major method of communication, including the use of Word packages, email and Excel spreadsheets and online diary systems	X		X	X		
Good knowledge of a range of counselling theory and practice and including brief focal work for individual and group work	X		X	X	X	X
Good knowledge of current mental health practice and relevant therapies (It is anticipated that the applicant will have different levels of knowledge in relation to counselling and mental health)	X		X	X	X	X
Substantial understanding of current practice, priorities, legislation and statutory regulations concerned with the provision of effective counselling and mental health support services for students in Higher Education and related sectors, including some awareness of disability legislation and issues	X			X	X	X
Demonstrable knowledge and commitment to equality, dignity and diversity issues	X			X		

<b><u>SKILLS/ABILITIES</u></b>						
Ability to work flexibly in response to mental health crises or other similar urgent situations	X			X		X
Ability to organise and prioritise a complex workload and to work to tight deadlines	X		X	X		X
Ability to consider and develop new ways of responding to the demands of students today	X		X	X	X	
Ability to encourage, influence and support others and manage change	X			X		
Excellent interpersonal skills with the ability to build effective working relationships with colleagues from clinical and non-clinical backgrounds	X			X		
Excellent verbal, written and presentation skills	X		X	X	X	
Ability to be level headed in a crisis situation	X			X		
Ability to enjoy working as a member of a team while also engaging in a high level of self management	X			X		
<b><u>PERSONALITY</u></b>						
Emotionally resilient	X			X		
Reliable	X			X		
Approachable and empathetic	X			X		
Team player	X			X		

## **FURTHER INFORMATION**

### **Health & Safety**

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

### **Sustainable Development**

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

### **Facilities**

Staff catering facilities are available.

**West Downs Day Nursery** - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which is complimentary to all Gym Pass holders.

### **Our values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

## **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

## **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

## **Mission Statement;**

'To educate, to advance knowledge and to serve the common good'

## **The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.