

Mental Health Support Team Practice Lead

Job Ref: REQ240236

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Student Wellbeing and Inclusion consists of a Mental Wellbeing Team, a Student Advice and Support Service and a Disability Access and Learning Team. The service provides a range of disability support, guidance around practical issues, counselling and recommendations for reasonable adjustments to students to enhance their experience within the university and optimise social and academic inclusion.

Student Wellbeing and Inclusion sits within Student Services which includes the Careers Network, Centre for Faith and Spirituality, Security and Wardens and Library Services.

The mental Wellbeing Team is multidisciplinary, its role is to provide the following;

- short term counselling to students.
- mental health support to students who have a diagnosable mental health condition & autism.
- support to students who are experiencing any difficulty that is impacting on their wellbeing.

Job Description

Job Grade: MA 7

Job Purpose

- To take a lead role in the coordination and supervision of the day-to-day provision of mental health support, including the allocation of work, wait list management and prioritising access to the service.
- To lead in ensuring assessment and academically focused, practical support for students who have mental health difficulties and autism
- Respond to emerging issues through action or referral as appropriate, involving extensive liaison at times.
- To take a lead role in the development of the Mental Wellbeing Team and all University based services aimed at facilitating progression for students with mental health problems and autism.

Job Duties

- Lead in the practice development of The Mental Wellbeing Team and all University based services aimed at improving inclusivity for disabled students.
- For students at risk, liaise with the Counsellors and Wellbeing Advisers, Security colleagues, local police and Student Support and Advice Centre colleagues and external agencies to ensure the most appropriate package of support is in place for students.
- Ensure timely and accurate assessment and allocation of mental health support.
- Provide day to day practice supervision to Neurodiverse/Mental Health Advisers.
- Take a lead role in coordinating the contact offered to students who are not currently engaging e.g. students on leave of absence, returning students, students on placement to help ensure reintegration and progression with study.
- Collaborate with colleagues across Student Wellbeing and Inclusivity in designing and developing group work and alternatives to one-to-one support, based on identified student demand.
- Take a lead role in developing a consultancy service for staff that provides advice and guidance on the implementation of reasonable adjustments, pastoral support and best practice regarding academic and social inclusion for student experiencing mental health difficulties.
- Provide qualitative and quantitative data which demonstrates trends in student demand in order to inform service delivery, training and group work.
- Take a lead role in the development and implementation of practice administration to ensure preparedness for compliance in Quality Audits e.g. DSA-QAG.
- Take a lead role in the development and maintenance of appropriate systems for confidential case recording that are GPDR compliant.
- Work in close partnership with The Counsellor Practice Lead to identify opportunities for interdisciplinary work between counsellors and Mental Health Support Advisers.
- Take a lead role in developing systems that ensure minimal waiting time for students by prioritising presenting demand and developing efficient systems for allocation and discharge.
- Put systems in place to ensure the efficient monitoring and evaluation of service delivery.
- Take a lead role in the development of Mental Health and Wellbeing provision in accordance with policies set out by Mental Wellbeing Manager.

General

- Undertaking such other duties as the Mental Wellbeing Manager should require.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of working in a supportive capacity for people with mental health difficulties and autism.	1,3
	Experience of working within a multi-disciplinary team.	1,3
	Substantial experience of relating to a wide range of people and agencies within a number of different settings (e.g. mental health services, specialist autism provision, community agencies).	1,3
	Experience of devising and participating in successful community or group-orientated projects.	1,3
	Substantial experience of conducting needs and risk assessments.	1,3
Knowledge	Substantial understanding and knowledge of the specific needs of people with mental health difficulties and autism.	1,3
	An understanding of the effect of discrimination and social exclusion on the lives of people with mental health difficulties and autism.	1,3
	An understanding of issues that affect the participation and progression of people with mental health difficulties within Higher Education.	1,3
	An understanding of, and commitment to, working within the social model of disability.	
	A working knowledge of relevant legislation/statutory regulations as they apply to people with mental health difficulties in Higher and Further Education (e.g. Equality Act, Mental Health Act).	1,3
Skills and abilities	Ability to relate to a wide variety of people, and to work collaboratively with different organisations and University staff.	1,3
	Ability to set appropriate boundaries within a professional role and liaise effectively.	1,3
	Excellent communication and interpersonal skills and an ability to express ideas clearly and concisely in interpersonal contexts and in writing.	1,2,3
	Ability to organise own work, prioritise work load and use own initiative in an environment of competing priorities and deadlines.	1,3
	Ability to work as an effective team member and contribute to mutual support within the Team, and development of the service.	1,3
Training	Evidence of continuous professional development	1
Qualifications	Degree or vocational equivalent.	1
Other	Confident and competent in the use of information technology in day-to-day work, including standard Microsoft Office applications.	1,3

	A commitment to development of quality support services for students.	1,3
	Patience, persistence and creativity in a socially supportive role.	1,3
	Unsocial hours may be necessary at times	1,3
	Ability to respond flexibly and positively to change.	1,3
	An understanding of equality issues	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in Higher Education	1,3
Qualifications	Post-graduate qualification in relevant area	1,3

Conditions of Service

The position is full time and open - ended. Salary will be on Management and Specialist grade 7 salary band £45,585 - £54,395 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>