

Duty Assessment and Inclusivity Adviser

Job Ref: REQ250789

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Department summary Student Wellbeing and Inclusion (previously Counselling & Disability Service) consists of a Mental Health Support Team, a Disability Support Team, a Maths and Study Skills Support team, Academic and Practical Support Team and Duty Assessment and Inclusion Team.

The service provides a range of disability support, 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 Student Advice and Support Service, Careers Network, Centre for Faith and Spirituality, Security and Wardens and Library Services.

Job Description

Job Grade: Management and Specialist, Grade 6

Job Purpose

The remit of the Duty Assessment and Inclusion Team is to:

- a) Provide an assessment, signposting, referral service and information point for students with any presenting concern both centrally and within academic schools
- b) Provide short term practical support and referral to other services for students in crisis or immediate need.
- c) Take a lead role in the promotion of positive student health and wellbeing

Post holders will, provide an accurate assessment and referral service for students presenting with needs that are too complex to be resolved by the First Contact Team and provide short term, solution focused interventions to optimise safety and retention for students in crisis or immediate need.

Postholders will also provide information, advice and guidance to students who allege bullying or violent assault, including sexual violence.

Job Duties

- Carry out an effective screening, assessment and referral service for students.
- Provide practical support to students who have mental health problems or those presenting with complex issues or in crisis.

- Work closely with the First Contact Team providing guidance and professional support when needed.
- Liaise with the Mental Health Support Advisers, Wellbeing Advisers, Security, 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 the provision of practical (non-therapeutic) support to students who have mental health problems or those presenting with complex issues or in crisis.
- Assist the Duty Assessment and Inclusion Team Manager to identify and analyse trends in demand and service usage.
- Maintain up to date CPD portfolios across the team and inform the identify future training and development needs.
- Contribute to the development of self-help information and information which promotes student wellbeing.
- Operate within University policy and procedure and within appropriate professional frameworks.
- Operate within relevant legislation, e.g. Equality Act 2010, Health and Safety Legislation.
- Establish collaborative professional relationships with professional and academic colleagues to ensure the best outcomes for students.
- Contribute to an annual schedule of training, group work and workshops for students and staff.
- Provide a confidential disclosure service, support and information for students who have experiencing harassment, bullying or violent assault or other incidents.
- Provide a student to student mediation service (in collaboration with Student Wellbeing and Inclusion colleagues and the student union).
- Maintain accurate and appropriate case records that are GDPR compliant.

General

- Undertaking any other duties commensurate with the grade of this role.

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

Reports to Duty Assessment and Inclusion Team Manager.

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 in crisis.	1,3
	Experience of working with a wide range of professionals and agencies within a number of different settings (e.g. mental health services, community agencies).	1,3
	Experience of training different groups on issues related to promoting and maintaining personal wellbeing and safety.	1,3
Skills and Abilities	Ability to work in a multi-disciplinary setting, 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
	Ability to remain objective and consistently deliver direct interventions based on thorough assessment of need and risk in situations of considerable pressure.	1,2
	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 prioritise, plan and manage own workload in an environment of competing priorities and deadlines.	1,3
	Effective training and presentation skills.	1,2,3
	Ability to respond flexibly and positively to change.	1,2
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
	Unsocial hours may be necessary at times.	1,3

Desirable Criteria

Area	Criteria	Stage
Skills and Abilities	The ability to actively contribute to service development.	1,3
Qualifications	Post-graduate qualification in relevant area.	1

Conditions of Service

The position is part time 25 hours per week, 0.4 FTE, Term Time 31 weeks per year and open-ended.

Salary will be on Management and specialist Grade 6, £35,116 to £45,413 per annum (pro rata), subject to an annual pay award, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, 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/>