

Job Description

Job title	Student Wellbeing and Safeguarding Manager
School/Service	Library and Student Services (Student Support and Wellbeing)
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 8
FTE	37 hours per week, 1.0 FTE
Date prepared	October 2020

Job Purpose

Reporting to the Head of Student Support and Wellbeing you will be a creative and effective manager/practitioner with extensive mental health experience of working in complex and diverse support settings to deliver a multi-faceted mental health practitioner approach in supporting students.

You will be the strategic lead for the Student Wellbeing and Safeguarding team, which delivers the University Student Wellbeing Mental Health and Safeguarding strategy. You will manage the Student Mental Health Practitioner team and take responsibility for safeguarding within Staffordshire University. Additionally, playing a leading role in improving health and wellbeing across our Staffordshire University student community.

You will oversee the provision of expert, professional support service to our students and their supporters, ensuring that safeguarding and risk management are embedded within the service approach and standards. You will drive a service which is forward thinking, cutting edge and maintain continual service development. You will work creatively, innovatively and collaboratively with mental health and third sector organisations in Stoke-on-Trent, Staffordshire county and the wider region delivering our suicide safe university strategy.

Additionally, you will work with Head of Student Support and Wellbeing, Student Inclusion Manager and Student Experience Manager to deliver the advancement of an inclusive student support and wellbeing strategy. This includes policies, procedures and practices to improve services for student inclusion, support, safeguarding, wellbeing and mental health.

You will lead, promote and deliver training and awareness-raising within the University on student mental health, safeguarding and student wellbeing issues. Under your guidance your team will manage student risk, assess and provide support for students with serious and enduring mental health difficulties, working closely with all University services and external services.

You will operate flexibly, sometimes out of office hours and will sometimes need to exercise independent judgements affecting students' wellbeing and University reputation. You will be a member of the Departments out-of-hours on-call support team, working to a rota and responding where it is necessary to critical incidents with advice, support and on occasion intervention.

You will make yourself available to support emergency student crisis or incidents when on campus with a professional and supportive attitude.

Staffordshire University is committed to supporting the rights, responsibilities, dignity, health and wellbeing of staff and students through our commitment to equality, diversity and inclusion.

We welcome applications from all sections of the community, irrespective of background, belief or identity,

recognising the benefits that a diverse organisation can bring and particularly encourage applications from groups which are underrepresented in the University workforce.

Relationships

Reporting to: Head of Student Support and Wellbeing

Responsible for: Mental Health Intervention Practitioners and Wellbeing Practitioners, Student Support and Wellbeing Practitioner (COE) and Student Wellbeing Assistant

Main Activities

- In conjunction with the Head of Student Support and Wellbeing, you will develop mental health and wellbeing strategy in line with Mental Health Charter, which supports students with complex and enduring mental health challenges providing support, which offers them opportunity to succeed at university.
- Support the Head of Student Support and Wellbeing in the delivery of a whole university staff and student wellbeing policy and practice. Designing, group, individual, and online support for student wellbeing.
- Manage a team facilitating student assessments, individual support requirements for students with serious and enduring mental health problems, and co-ordinate support packages in conjunction with University, community and third sector, local mental health trusts, and local authority services.
- Ensure the management of staff caseloads of students experiencing significant mental health difficulties supporting liaison with hospital during admission, community specialist mental health teams, and, where appropriate third sector community service delivery.
- Use proactive communication skills to work in collaboration with University departments, and Academic Schools to embed an effective, responsive, flexible and proportionate response to student mental wellbeing with a core focus on addressing potential barriers to University achievement.
- Drive development for placement opportunities across the Student Wellbeing and Safeguarding Team (Student Counselling placements) and Wellbeing Peer Mentoring provision. Lead on the operational development of clear, robust safeguarding procedures, whilst working with services and individuals across the University to develop a culture of reporting and effective intervention, leading to APPTS accreditation.
- Continue to develop and take responsibility for the management of the mental health service delivery providing a multifaceted approach to therapeutic interventions including, 'single session therapy' interventions, duty service, across a variety of student wellbeing to very complex mental health needs and safeguarding issues. Development will stem from a continual review based on data driven information, student feedback, research and sector best practice evidence.
- Design and deliver mental health first aid, suicide safer awareness, CISM, bereavement, wellbeing and safeguarding training across the university including: Academics, Professional Services, Estates, and Residence Life.
- Report regularly on all support delivered across the team, demonstrating impact on student retention. Ensure the management and maintenance of client records to a professional standard and to liaise with other professionals to help manage risk faced by individual students across the service, adhering to GDPR legislation.
- To take responsibility for achieving the objectives and targets set within the University strategy for Student Support and Experience agreed by Head of Student Support and Wellbeing. Ensure alignment of these objectives and targets with all team members through the use of the Performance Development Review Process. Identifying and recommending personal and professional development needs for team members, ensuring continuous improvements are achieved in overall team performance.
- The role holder is required to minimise environmental impact in the performance of their role and to

actively contribute to the delivery of the University's Environmental Sustainability Policy.

- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The post is subject to the individual maintaining registration with the relevant professional body and to compliance with appropriate codes of professional practice. You are expected to maintain standards of behaviour and appearance compatible with the compatible with the execution of clinical work, with the expectations of Health/Social Service employers and the general public.

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be using a car.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact: Dr Paula Dalziel, Head of Student Support and Wellbeing, via email Paula.Dalziel@staffs.ac.uk or tel: 07443 751502.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Guidance for Disclosure Applicants

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults.

In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to Human Resources & Organisational Development to be scrutinised. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

Policy Statement on the Recruitment and Employment of Ex-Offenders

Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website

- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.