

Role Descriptor

Role Title:	Mental Health and Wellbeing Practitioner (STU24-019)
School/Service:	Student Life
Normal Workbase:	Your normal place of work is the Stoke or Stafford Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
Grade:	6
Role Family:	Specialist Expert
Reporting To:	Mental Health and Wellbeing Manager
Responsible For:	None

Summary of the Role

This role is responsible for providing support to students by responding to referrals and conducting mental health assessments. The individual will offer supportive listening and practical advice, while escalating complex cases as needed and collaborating on wellbeing initiatives at the University.

Key Accountabilities

1. Assist in responding to referrals from students and staff, providing support and guidance on student wellbeing concerns.
2. Help conduct mental health assessments, working with senior staff to identify appropriate next steps and interventions for referred students.
3. Offer supportive listening and practical guidance to students using a 'single session therapy' approach, escalating more complex cases as needed.
4. Maintain accurate and timely electronic records of interactions with students, ensuring adherence to University policies and confidentiality standards.
5. Work with University departments to support student wellbeing initiatives, contribute to wellbeing campaigns and assist in updating related resources like social media and webpages.
6. Participate in critical incident response.

Role Dimensions

Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Educated to degree level or equivalent experience
- Relevant mental health/counselling qualifications
- Relevant professional qualification and accreditation / current professional registration e.g. BACP, NMC, HCPC

Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Proven experience in the delivery of mental health therapeutic interventions and/or counselling support to individual clients/students including responding to students in distress or crisis
- Experience of caseload management in an environment that supports vulnerable adults, those experiencing mental health, wellbeing, and complex challenges
- Proven experience of contributing to the development, implementation and monitoring of innovative mental health strategy, policies, procedures, and practices
- Credible experience of providing support and guidance to students/clients experiencing mental health difficulties, to include clients with complex needs, high risk/crisis management, while maintaining appropriate boundaries
- Knowledge of Safeguarding responsibilities and their application

Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Specialist Expert role family as follows:

Handling and Driving Change

Demonstrates a positive approach to working in an everchanging environment. Seeks out opportunities to embrace change including technological, process, behavioural and organisational change

Sees the Bigger Picture

Thinks and plans several steps ahead. Delivering today's commitments with an eye on future changes and requirement. Works collaboratively across the organisation understanding where and how things link together to enhance the reputation of the University

Continuous Improvement

Focuses on improving performance in everything they do, encourages and supports other to do the same. Open to new ideas and changing ways of working to improve outcomes for all

Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

Fair and Inclusive • Curious and Daring • Ambitious and Inspirational • Innovative and Enterprising

Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change

University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are 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.

Variation to Role Descriptor

The role descriptor 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. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.

Disclosure and Barring Check

The role is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of a check of criminal records via the Disclosure and Barring Service (DBS). Due to the nature of the post an Enhanced disclosure will be required. This check will include details of cautions, reprimands or final warnings, as well as convictions.