

Job Description

Counsellor

Counselling and Mental Health Service

Directorate of Learning, Teaching and Student Experience



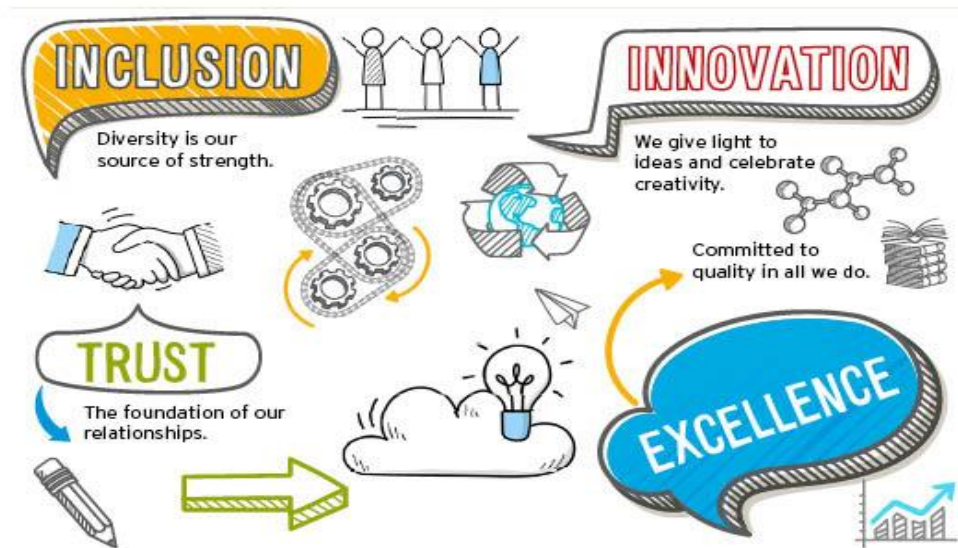
Brief summary of the role

Role title:	Counsellor
Grade:	Grade 8
Faculty or Directorate:	Learning, Teaching and Student Experience
Service or Department:	Counselling and Mental Health Service
Location:	Student Central
Reports to:	Counselling Service Manager
Responsible for:	N/A
Work pattern:	0.9 FTE (4 days 8.30am to 4.30pm, either Tuesday or Thursday 10.00am to 1.30pm)

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Graduate or equivalent• Recognised Diploma (minimum) in Counselling/Psychotherapy
Desirable	<ul style="list-style-type: none">• Counselling/Clinical Practitioner Supervision qualification

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Substantial post-qualification experience in counselling / psychotherapy e.g. minimum of 450+ hours of supervised practice• Evidence of recent working with a caseload of 5 clients per day• Substantial experience of working with a diverse client base• Substantial experience in working with a brief, time limited model• Extensive experience of working with a wide range of presentations, including mental health issues and risk• Understanding a variety of counselling theories and approaches
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	<ul style="list-style-type: none"> • Excellent listening, presentation and general communication skills, both oral and written • Confidence in using a range of software including Microsoft Word and Powerpoint
Desirable	<ul style="list-style-type: none"> • Developing and delivering psycho-educational workshops • Counselling experience in Higher Education • Specialised knowledge in areas such as working with Eating Disorders, EMDR etc. • Advanced IT skills, e.g. Excel, ability to contribute to web development

Personal attributes

Essential	<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to work effectively in a diverse environment within and across multi-disciplinary team(s) • Strong awareness of personal and professional boundaries and adherence to ethical practice at all times • Understanding of the University's values and commitment to apply them • Commitment to continuing personal / professional development • Ability to be self-motivated yet able to work in a team • Ability to organise personal time management / workload and resilience to cope with demand especially at times
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	of high pressure on the Service
Desirable	<ul style="list-style-type: none">• Insert a list of the desirable personal attributes of the role holder

Main purpose of the role

To work closely with the Counselling Service Manager and broader team and colleagues to deliver a high quality, professional, BACP accredited service for students and staff at the University of Bradford.

To be committed to applying the values of the University to this role as highlighted above

Main duties and responsibilities

1. To provide 5 clinical contact hours a day and manage a personal caseload, managing this allocation flexibly to support the Service and University community's needs
2. To maintain the highest levels of confidentiality and abide by principles outlined in the BACP Ethical Framework
3. To work with a brief, time-limited model
4. To offer a thorough assessment to clients and act appropriately in cases of risk
5. To work collaboratively with team and wider University colleagues in support of individual cases where appropriate
6. To develop and run psycho-educational workshops/training for staff and students on a variety of topics (e.g. building resilience, sleep problems, overcoming procrastination, mindfulness etc.)
7. To contribute to any initiatives to develop preventative measures and encourage emotional, psychological and mental wellbeing amongst students and staff
8. To keep all appropriate records and manage own diary on centralised electronic database
9. To engage with all Service administrative processes including clinical outcome measures and feedback channels
10. To attend and engage in team meetings and team casework supervision
11. To contribute to Service development and promotion
12. To attend regular external clinical supervision in accordance with BACP and Service requirements
13. To be responsible for keeping up to date with CPD, internal and external
14. To provide consultative advice and guidance to HR, academic staff and other teams as required
15. To liaise with Mental Health Advisors, Disability Advisors, Student Life Advisors, Wardens, Student Union Officers, and other colleagues involved in welfare and support of students at the University where necessary and appropriate
16. To liaise with external services, GPs, CMHTs as appropriate
17. To contribute to University-wide events and initiatives supporting student experience and acting as an ambassador for the Service. This will be including, but not limited to, Open Days, Applicant visit days, Clearing, Freshers' Fairs,

induction and enrolment, Careers Fairs, transition activity and graduation. This may involve occasional working on weekends or evenings

18. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.