

# Job Description

Brief summary of the role

Mental Health Advisor

Counselling and Mental Health Service

Directorate of Learning, Teaching and Student Experience

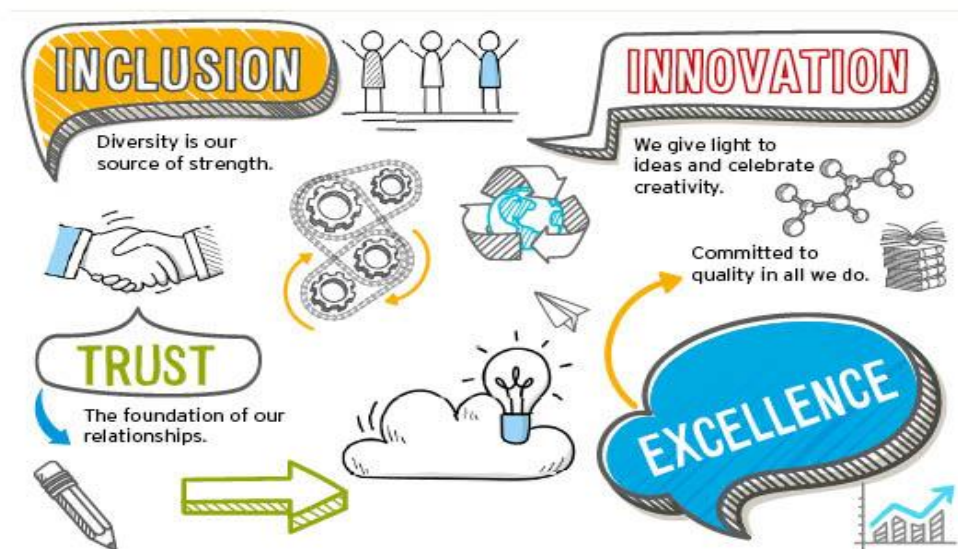
Role title:	Mental Health Advisor
Grade:	8
Faculty or Directorate:	Directorate of Learning, Teaching and Student Experience
Service or Department:	Counselling and Mental Health Service
Location:	Counselling and Mental Health Service
Reports to:	Mental Health Service Manager
Responsible for:	
Work pattern:	0.6 FTE over 3 days per week



# 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

<b>Essential</b>	<ul style="list-style-type: none"><li>• Undergraduate degree</li><li>• Professional qualification in a relevant mental health discipline (eg Community Psychiatric Nurse, Mental Health Nurse / Social Worker, Counselling, Psychotherapy, Clinical Psychology)</li></ul>
<b>Desirable</b>	

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Substantial post qualification experience of working with adults with mental health difficulties including those with complex needs and of carrying out assessment and risk and crisis management</li><li>• Ability to formulate appropriate interventions and provide advice and guidance according to students' mental health presentations and needs</li><li>• Experience of developing partnership working with statutory and voluntary agencies providing health and mental health services</li><li>• Up to date knowledge of relevant legislation and statutory arrangements in relation to mental</li></ul>
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	<p>health and disabilities</p> <ul style="list-style-type: none"> <li>• Strong administrative, record keeping and IT skills, including experience of using case management systems</li> <li>• Experience and skills in undertaking and prioritising a high volume and a varied workload and to managing challenging/stressful situations effectively</li> <li>•</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of working in Higher Education</li> <li>• Experience of developing and delivering relevant training</li> </ul>

Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and ability to work effectively in a diverse environment within and across multi-disciplinary team/s; having an awareness of how differently people from different backgrounds and cultures experience mental health difficulties.</li> <li>• Strong awareness of personal and professional boundaries and adherence to ethical practice at all times</li> <li>• Ability to work under pressure, be self-motivating and work well in a team</li> <li>• Creative and innovative, organised, solution-focused and remain calm under pressure</li> </ul>
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<b>Desirable</b>	
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## Main purpose of the role

- To contribute to the work of the multi-disciplinary Counselling and Mental Health Service working closely with colleagues to deliver a professional service for applicants and students who are experiencing or, have a history of mental health difficulties.
- To work on campus with students helping them to manage their mental health alongside their studies. Contributing to work and activities that promote and support students' positive mental health, and supporting the University's response to critical student incidents where mental health may be a contributory factor.

## Main duties and responsibilities

*Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed*

1. To support a caseload of students with long term or emerging mental health difficulties to develop or apply strategies and skills for managing the impact of their condition on their engagement with learning and the broader student experience.
2. To assess the support needs of applicants and students with mental health difficulties and to support them in applying for and managing Disabled Students Allowances (DSA) and putting in place Learner Support Profiles (LSP).
3. Based on a sound knowledge of the relevant legislative framework, and an understanding of inclusive teaching practice, to explore with students the impact of mental health difficulties on their studies, make recommendations which constitute reasonable adjustments and communicate these to relevant staff and external agencies as appropriate.
4. To be the first point of call for students during times of crisis and to maintain contact and monitor progress through follow-up meetings, working outside regular hours when a crisis situation requires this.
5. To work closely with personal academic tutors and colleagues in relevant student services to provide an appropriate and joined-up service for students experiencing mental health difficulties.
6. To liaise with staff across the University, including Programme Administrators, the security team, Students' Union and accommodation providers, to ensure a holistic support network and response to student mental health support and crisis.
7. Where appropriate, liaise with external professionals (including Community Mental Health Teams, Social Workers etc) to ensure a collaborative and holistic approach to supporting the student's wellbeing.

8. To offer advice to university staff on the support of students in distress, at risk or with mental health difficulties, with reference to university procedure and other internal/external sources of support as appropriate.
9. To design and deliver mental health awareness and training to students and staff across the University, raising activities on matters relating to the promotion and support of students' positive mental health.
10. To offer advice and contribute to the development of policy and procedure on matters relating to the promotion and support of students' positive mental health.
11. To contribute to the development and maintenance of effective working relationships and partnerships with external agencies and with the wider HE sector.
12. To contribute to the development and promotion of resources for students including leaflets, the website, social media, and information on relevant external agencies.
13. To participate and contribute to team meetings and peer supervision/case review meetings.
14. To engage in relevant and regular CPD and remain up to date and knowledgeable about developments/good practice in the field of student mental health keeping the University up to date on these developments
15. To maintain accurate and up to date records of support /client case notes to ensure compliance with professional standards and GDPR.
16. To support University-wide events and initiatives pertaining to the student journey, including, but not limited to, open days, applicant visit days, clearing, induction and enrolment, careers fairs, transition activity and graduation. This may involve occasional working on weekends or evenings, including when cover of the Counselling and Mental Health Service is required.