

Appointment details

**Counsellor (17.5 hours per week,  
32 weeks per year)**



**Closing date**

14 December 2015

Ref: R150298

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## ▶ About Aston University

Founded in 1895 and a University since 1966, Aston is a long established research-led University known for its world-class teaching quality and strong links to industry, government and commerce. Professor Dame Julia King became Vice-Chancellor of the University in 2006.

### **Outstanding graduate employability**

Aston has been a leading university for graduate employment success for over 25 years. Over 75% of Aston graduates go on to a graduate level job within six months. The majority of Aston students choose to take an integrated placement year or year abroad, making them very attractive to employers. We have strong relationships with national and international graduate employers, as well as smaller and local employers. These relationships are extremely important and make a real contribution to graduate employability.

Aston University is 14th in the UK for 'Top universities by graduate earnings', ahead of UCL, Bristol, Warwick and Loughborough. (The Telegraph, 2015).

### **Career focussed programmes**

Aston's close and established links with business, the public sector and the professions ensure that our career focussed degree programmes are inspiring, challenging and constantly updated to equip students with essential work-related skills and experiences.

### **Excellence in teaching and research**

We are committed to high quality teaching and academic excellence, ensuring we provide the highest standard of education to our students. Aston has an excellent reputation for research which shapes and improves lives. We're proud of the quality of our

research and the real world applications developed as a result – it makes a substantial and beneficial difference to people, organisations and society.

Aston's four academic Schools offer a range of undergraduate and postgraduate degree programmes, and also work with the public and private sectors to develop tailored Foundation Degree programmes.

### **International**

Aston University is a popular choice for international students. We recognise and welcome the important academic contribution and cultural diversity international students bring to our university environment. Students from over 120 countries study at Aston University each year

Aston University is rated as one of the '100 most international universities in the world 2015.' (The Times Higher, 2015).

### **Birmingham – one of Europe's liveliest cities**

Birmingham is internationally recognised as a leader in leisure, entertainment, shopping and sport. It is an international centre for business, commerce and industry, housing numerous UK and overseas banks and law firms. Birmingham attracts 25 million visitors each year and contributes billions to the national economy through manufacturing and engineering.

The University campus is located in the city centre making it very accessible to an extensive network of motorways and railways.

### **A green, sustainable campus**

Located in the heart of a vibrant city, our 40 acre campus houses all the University's academic, social



and accommodation facilities for our 9,500 students.  
All staff have the opportunity to contribute to our

sustainability agenda and practices.



## Welcome from Alan Charters

*Dear applicant*

I am delighted that you are considering applying for this position at what is a particularly exciting time for Aston University, and an incredibly challenging time for the Higher Education (HE) sector. The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty.

Whilst there are some 'knowns' - HEFCE funding for both teaching and capital investment has experienced dramatic reductions, the impact of the UK's new visa regime on international student numbers - there are equally important 'unknowns' - to what extent will student expectations rise as a result of the increased fees. Universities who are able to adapt swiftly to a changing and increasingly competitive market will thrive.

Aston is well positioned for the future. Our vision 'Employable Graduates; Exploitable Research' not only inspires and motivates students, but speaks to business and governments, who will increasingly look to Aston for ideas and partnership.

I look forward to receiving your application, and learning more about how you feel you can contribute to Aston's continuing success.

A handwritten signature in black ink that reads 'Alan Charters'.

**Alan Charters**  
Chief of Operations and Estates



## ▶ University Counselling Service

The University Counselling Service is one of a number of central support services provided by the University. It is part of the Hub, which includes the Disability team and the Student Advice Zone.

The Counselling Service is a free, accessible and professional service which supports and fosters the well-being of students and staff to enable them to achieve their full academic and personal potential. The service, which is accredited by the British Association for Counselling and Psychotherapy (BACP), actively promotes mental well-being by providing training and consultation and by raising awareness of mental health issues within the University.

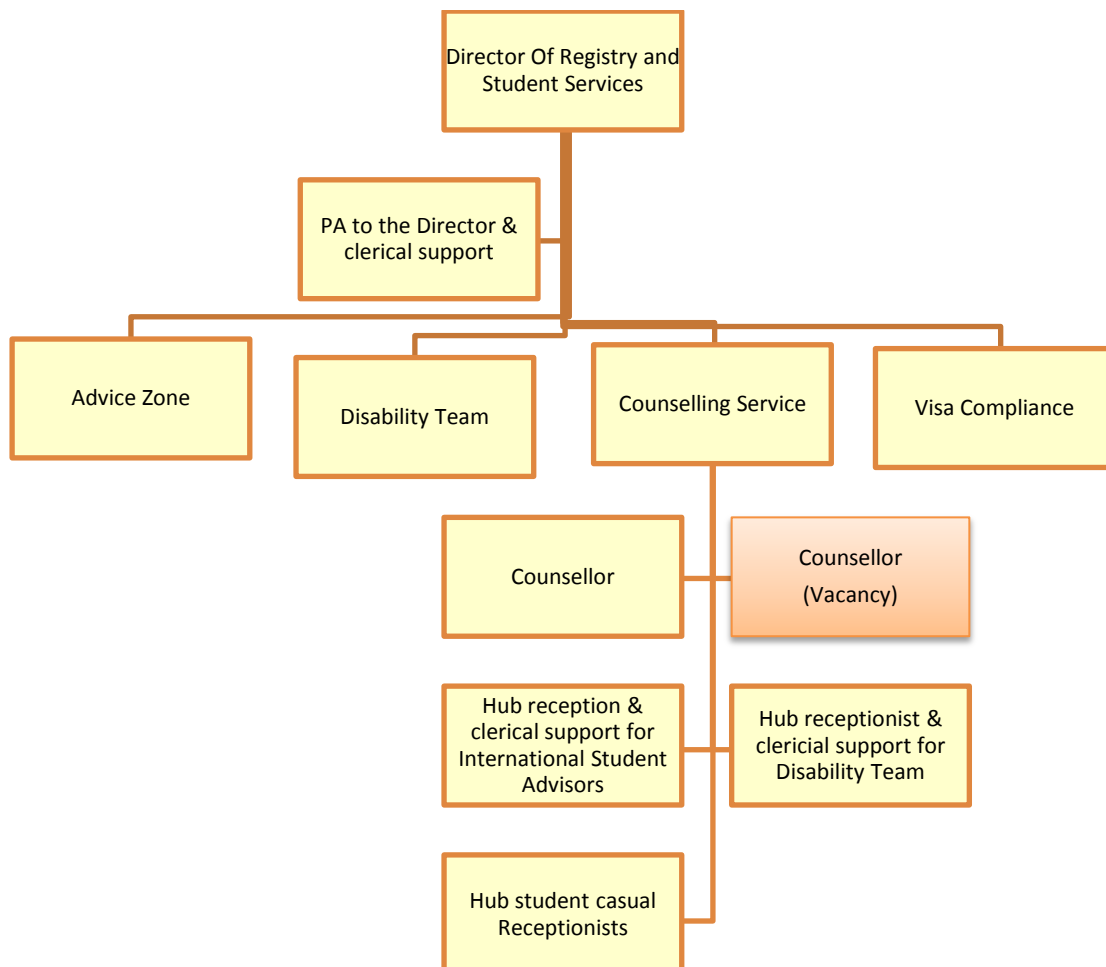
The service is available to current students and staff of the University.

There are a wide variety of issues and concerns which prompt people to access the Service. Common topics include: anxiety, low mood, loss and bereavement, settling into University life, family and relationship difficulties, issues of sexuality, and questions about personal identity.

Over three hundred and fifty clients accessed the service for individual counselling during the 2014/2015 academic year.

Further information can be found at our web site: <http://www1.aston.ac.uk/counselling>

## Department structure



## ► Job description

The post-holder's prime task is the provision of counselling to those who access the Service. In addition, the counsellor will be involved in a range of activities as outlined below.

### Responsibilities

- ▶ To conduct assessments of those who contact the Counselling Service, and provide appropriate therapeutic interventions.
- ▶ To take an average case load of 4/5 clients per day, depending on the number of hours worked each day.
- ▶ To assist with the provision of psycho-educational workshops/groups for students and staff on a range of relevant issues, including Managing Stress, Dealing with Exam Anxiety.
- ▶ To participate in student welcome and induction activities, and to assist in promoting the work of the Service across the University.
- ▶ To assist with social media (e.g. Twitter), and other electronic resources, to promote the Service.
- ▶ To assist in the updating and formulation of Service policies and procedures, and to engage in relevant continuous professional development.
- ▶ To contribute to a productive, collaborative and supportive team spirit, and maintain high professional and ethical standards of work.
- ▶ To keep accurate and up-to-date records of counselling sessions on the Service data base, and other administrative tasks appropriate to the role.
- ▶ To undertake other reasonable duties as requested by the Counselling Service manager.



## ► Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Qualified to a minimum of first degree level or equivalent</p> <p>Professional Counselling Qualification</p> <p>Accredited (or working towards accreditation, and being close to completion) by a professional body- British Association for Counselling and Psychotherapy (BACP), British Association for Behavioural and Cognitive Psychotherapies (BABCP), British Psychological Society (BPS), or another equivalent body</p>	Application form, Interview
<b>Experience</b>	<p>Recent experience of providing counselling/therapy in an organisational setting, and being part of a team</p> <p>Experience of working with vulnerable clients who may experience a range of complex needs</p> <p>Experience of working with a wide range of client presentations, including issues of risk</p> <p>Experience of providing training in a range of therapeutic topics</p> <p>Experience of providing brief/time-limited therapeutic interventions</p> <p>Experience of working in a multi-cultural environment in which equality and diversity are actively promoted</p>	Application form, Interview
<b>Aptitude and skills</b>	<p>To work as part of a team, to be well organised, and to have the capacity to prioritise work tasks</p> <p>To possess a good standard of written and spoken English, and be able to produce clear and concise reports and presentations</p> <p>A good working knowledge of IT, including the ability to operate standard Microsoft Office products ( Word, Powerpoint) and the ability to use an electronic case recording system</p>	Application form, Interview
	<p>To be flexible and co-operative, and to be robust, resilient and reliable</p> <p>To have excellent communication and inter-personal skills</p>	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>Masters qualification in Counselling</p> <p>Evidence of Continuing Professional Development since qualification</p> <p>On – line counselling training</p>	Application form, Interview
<b>Experience</b>	<p>Experience of working in similar role in Higher Education</p> <p>Understanding of organisational dynamics and their impact on clinical work</p> <p>Experience of providing on line/e mail therapeutic support</p> <p>Experience of using various forms of social media</p>	Application form, Interview
	Demonstrate good time management skills, and the ability to prioritise tasks	Interview

## ► Salary & benefits

This post is offered on a continuing basis. The appointment is Grade 8 and the salary range for this grade is £11,142.91 - £13,294.34 per annum (Full time salary is £31,656- £37,768 per annum). Salary is paid monthly in equal instalments.

### **Working pattern**

The appointment is for 17.5 hours per week, for 32 weeks of the year. This includes 1 week for University Welcome Week, and 1 week of time to cover the manager's planned absences over the course of a calendar year. The precise working days are to be confirmed.

### **Holiday entitlement**

Annual leave is to be taken outside working weeks and equates to 119.88 hours including public and University days.

### **Pension**

Eligible staff are offered a defined benefit pension with the University Superannuation Scheme.

### **Contribution pay**

The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

### **Relocation**

Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment.

Visit our website: [aston.ac.uk/hr](http://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.



## ► How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

**Closing date for applications** 14 December 2015

**Interview date** 7 January 2016

Candidates who are selected will be invited to prepare a presentation as part of the interview process.

Please contact Paul Lawrence, Manager – University Counselling Service, for an informal discussion about the role. Tel: +44(0) 121 204 4007. Email: [p.lawrence@aston.ac.uk](mailto:p.lawrence@aston.ac.uk)

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

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## ► Outline terms and conditions of the appointment

**Qualifications** Successful candidates will be required to produce evidence of their qualifications upon joining the University

**Medical clearance** It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

**Eligibility to work in the UK** Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the [points-based calculator](#) on the UK Visas and Immigration website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

**Document checks** As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all

prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the [UK Visas and Immigration website](#).

### **Equal opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.

An Equal Opportunities Monitoring Form is included with the application form.

### **Data Protection Act 1998**

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

### **Disclosure and Barring Service (DBS)**

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

Since this post may involve substantial unsupervised contact with young people and/or vulnerable adults, it is an exception under the act and the successful applicant will be required to undergo a DBS check.

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

**Aston University**  
**Employable Graduates**  
**Exploitable Research**

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