

Reference: R210114

Salary: Grade 8 - £33,797 to £40,322 per annum

Contract Type: Continuing

Basis: Full Time (36.5 hours per week)

Closing Date: 23:59 BST on 25 April 2021

Interview Date: 11 May 2021

Mental Health Specialist

Candidate brief



Job description

Job Purpose:

To deliver appropriate mental health support to students experiencing mental health difficulties in transition to and whilst at University to enable them to engage successfully with their studies.

Main Duties and Responsibilities

- ▶ Manage a case load of students with ongoing mental health difficulties
- ▶ Provide psychological support on a one to one basis, including devising strategies for students who are struggling to attend and engage.
- ▶ Offer guidance and advice to staff and student mentors working with students with mental health difficulties
- ▶ Be the first point of contact for staff with students experiencing acute mental health episodes, for example delusional behaviour, suicide ideation, psychosis.
- ▶ Respond to and coordinate crisis situations involving students in difficulty and assess the risk to themselves or others.
- ▶ Establish and develop links with a wide range of external agencies to enhance collaborative working and referral between all available support mechanisms.
- ▶ Compile and disseminate appropriate support recommendations to teaching teams, support staff, and the exams team.
- ▶ Promptly record and maintain accurate student case notes and other database or systems as appropriate.
- ▶ Monitor the progress of current students who declare a mental health difficulty, following up on sign of disengagement or increasing vulnerability.
- ▶ Advise student clients on applying appropriate funding, such as Disabled Students' Allowances.
- ▶ Offer relevant advice to prospective students who declare a mental health condition
- ▶ Design and facilitate mental health training and awareness sessions for staff
- ▶ Design and facilitate mental wellbeing workshops for students
- ▶ Develop and update promotional / advice literature regarding mental health and wellbeing, including information for web pages
- ▶ Contribute to University policies and guidance documents on mental health and related issues.
- ▶ Attend open days when required (occasional)

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Professionally qualified Registered Mental Health Nurse, Mental Health Social Worker or equivalent</p> <p>Current registration with relevant professional body</p>	Application form
Experience	<p>Proven background of working in a clinical capacity within a mental health setting for at least two years since gaining professional registration.</p> <p>Significant experience of working with young adults from diverse backgrounds with complex and varied mental health needs</p> <p>Experience of delivering mental health training and awareness workshops</p> <p>Ability to manage and prioritise a busy workload, keeping good quality records</p>	Application form and interview
Aptitude and skills	<p>Excellent verbal and written communication skills when dealing with a range of people.</p> <p>Ability to deal with challenging situations of a sensitive nature.</p> <p>Working knowledge of local mental health service provision</p> <p>Ability to deal appropriately with confidential information and adhere to GDPR requirements</p> <p>IT skills, particularly in the use of Microsoft Office packages and email.</p> <p>Ability to work as part of a team and contribute to outstanding team performance.</p> <p>Good networking skills</p> <p>Accurate and timely record keeping</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	Certificate or above in counselling or psychotherapy e.g. CBT / DBT / Solution Focused Approach	Application form
Experience	Experience of working in a Further or Higher education setting Experience of providing on-line or telephone mental health support	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Dr Sally Holgate

Job Title: Head of Student Welfare

Email: s.holgate@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>



