



OPPORTUNITY

Where change
gets real.



Reference: 0521-24

Grade: 8

Salary: £37,099 to £45,163, per annum, depending on experience (Pro rata)

Contract Type: Fixed Term (Maternity Cover)

Basis: Full time

Job Description

Job Purpose:

The Student Life team provides a wide range of information, advice, guidance, counselling and support services to students across Aston University.

The Safeguarding and Welfare team is part of our inclusive, caring and supportive community, helping our students manage any issues or challenges that affect their ability to study and develop a better student experience. The team provides support to students experiencing significant challenges which affect their mental wellbeing, their ability to live safely or well, and which affects their ability to successfully study or engage.

Reporting to the Head of Safeguarding and Welfare, the postholder will work collaboratively with colleagues across Student Life as well as the wider University, supporting a caseload of students individually to help them develop skills, overcome barriers and achieve personal goals to improve their mental health or welfare. They will assess risk in emerging safeguarding or complex mental health or welfare presentations, managing referrals and monitoring outcomes.

Main Duties/Responsibilities

- ▶ Manage a case load of students with ongoing or complex mental health difficulties, providing 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 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, coordinate, manage and monitor crisis situations involving students, assessing risks to themselves or others, provide appropriate clinical interventions with providers of internal and external care pathways.
- ▶ Manage reports received through Report and Support, ensuring appropriate assignment of reports and timely responses.
- ▶ Apply the University's Safeguarding Policy, duty protocols and other key guidance to ensure appropriate interventions are put in place in response to reports.
- ▶ Work closely with staff in Colleges and professional services to co-ordinate appropriate responses to concerns about students.
- ▶ 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 for individual students with severe and enduring mental health difficulties to teaching teams, support staff, and the exams team, working closely with Disability Advisers.
- ▶ Monitor the progress of current students who disclose a mental health difficulty or who have presented as a cause for concern case, following up on any indicators of disengagement or increasing vulnerability.
- ▶ Promptly record and maintain accurate student case notes and other database or systems as appropriate.
- ▶ Advise applicants or current students about applying for appropriate funding, such as Disabled Students' Allowances.
- ▶ As part of the wider team, help promote internal and external wellbeing and welfare services to students.
- ▶ Offer relevant advice about support services, systems and student life to prospective students who disclose a mental health condition.
- ▶ Working closely with the Wellbeing Advisers, design and facilitate mental wellbeing workshops for students and training, awareness and suicide prevention sessions for staff.

- ▶ Contribute to University policies and guidance documents on mental health, safeguarding and related issues.
- ▶ Due to the nature of the role, the postholder will sometimes be required to work out of office hours when concluding crisis referrals.
- ▶ Attend open days when required (occasional weekends and evenings).

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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	<ul style="list-style-type: none"> • First degree or equivalent. • Professionally qualified Registered Mental Health Nurse, Mental Health Social Worker or equivalent, with current professional body registration. 	Application form.
Experience	<ul style="list-style-type: none"> • Proven background of working in a clinical capacity within a mental health setting post professional registration. • Significant experience of working with young adults from diverse backgrounds with complex and varied mental health needs. • Experience of delivering mental health training and awareness, or other key welfare-related (i.e. harassment, safeguarding) workshops. • Experience of managing conflicting priorities and meeting deadlines. Experience in the management of risk and crisis. 	Application form and interview.
Aptitude and skills	<ul style="list-style-type: none"> • Excellent interpersonal, verbal and written communication skills when dealing with a range of people. • Strong IT skills, particularly in the use of MS Office and case management systems. 	Application form and interview.

	Essential	Method of assessment
	<ul style="list-style-type: none"> • Ability to deal with challenging and crisis situations of a sensitive nature in a calm manner. • Working knowledge of local mental health and welfare services. • Ability to deal appropriately with confidential information and adhere to GDPR requirements. • Ability to work collaboratively as part of a team and contribute to outstanding team performance. • Accurate and timely record keeping. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • Certificate or above in counselling or psychotherapy e.g. CBT / DBT / Solution Focused Approach. • Safeguarding training to Level 3. 	Application form.
Experience	<ul style="list-style-type: none"> • Experience of working in a Further or Higher education setting. • Experience of working as a Deputy Designated Safeguarding Lead (DDSL). 	Application form and interview.

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In

addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Jacqueline Maloney

Job Title: j.maloney@aston.ac.uk

Email: Deputy Director of Student Welfare

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk