**JOB DESCRIPTION**

**Lead Mental Health Practitioner and Deputy Head of University Counselling and Mental Health Service**  
**Vacancy Ref: A2416**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong> Lead Mental Health Practitioner and Deputy Head of University Counselling and Mental Health Service</th>
<th><strong>Present Grade:</strong> 8P</th>
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<tbody>
<tr>
<td><strong>Department/College:</strong> Colleges and Student Life, Student Services</td>
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<td><strong>Directly responsible to:</strong> Head of Counselling and Mental Health</td>
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<td><strong>Line management responsibility for a team of College Wellbeing Officers</strong></td>
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### Other contacts

**Internal:**
Students, Student-facing staff in the SBS division and across other professional services, Heads of Department and academic staff. Students’ Union, College Principals and their teams, Chaplaincy, the Accommodation service.

**External:**
Relevant NHS contacts such as GPs, Primary and Secondary care Mental Health Services, relevant professional bodies, relevant peer networks across the HE sector, family and friends of students.

### Major Duties:

#### The Role

To act as the Lead Mental Health Practitioner for the University within the Counselling and Mental Health Service.

Working closely with the Head of Service, the post holder will provide clinical oversight for the Counselling and Mental Health Service. The service works with a diverse population of students who are dealing with stressful life experiences. Many of the students who seek support are in acute difficulties and experiencing multiple pressures.

To work with the team to liaise closely with staff in academic departments, faculties and colleges by providing expert, specialist advice on responding to students with poor mental health, promoting the Counselling and Mental Health Service and overseeing health promotion and wellbeing campaign activity.

#### Key Responsibilities

- Work with the Head of Service to ensure the effective and professional delivery of wellbeing, counselling and mental health services across the University.
- Have senior responsibility for clinical decisions and care plans in individual high-risk or complex cases and refer to Head of Service when necessary.
- Lead on student case conferences in order to identify strategies for supporting students who are deemed a risk to the safety of themselves and to others.
- Work with the College Wellbeing Officers and other relevant University staff to create proactive mental health campaigns and reduce stigma.
- Maintain a current knowledge of relevant legislation, external accreditation standards, national and local policies which relate to student mental health and wellbeing.
• Stay abreast of changes which relate to student wellbeing in higher education, and more widely, and use this information to shape service delivery and adopt best practice.
• Provide expert guidance and training on student mental health to the wider University.
• Collaborate with local external services, other HEIS, health agencies, charities and the Students’ Union to shape the quality and standard of the service.
• Ensure that students whose mental ill health is long-term are referred to the Disability Advice Team so they can access a range of support, including reasonable academic adjustments and benefit from support made available via Disabled Students’ Allowances, as appropriate.
• Act as Deputy to the Head of Service and act in a supervisory capacity for all staff within the Counselling and Mental Health Service.

Staff Management
• Oversee and direct the work of the College Wellbeing Officers
• Conduct Performance Development Reviews for all relevant staff

Strategy and Policy- assist the Head of Service to:
• Develop and implement strategy to deliver CMHT objectives.
• Contribute to the development of key University policies relevant to Student Wellbeing, eg Fitness to Study.
• Develop and implement strategies for the collection of relevant data in order to generate appropriate levels of management information to evaluate and monitor the effectiveness of the team, to identify needs and trends and to inform decision-making.
• Take the lead on management of most vulnerable/highest risk students via appropriate University policies and practices, in consultation with other student wellbeing services.

Resource Planning- assist the Head of Service to:
• Engage in continuous critical evaluation of services and delivery models of counselling and mental health support for students to ensure resource levels are sustainable.
• Take responsibility for effective provision, innovating when needed to ensure the service is able to cater for likely increases in demand and maintain high service standards.
• Engage with Faculties, Departments and Colleges to ensure front-line staff are equipped to support students in the first instance and have a good understand of when to make referrals.
• Engage with Faculties, Departments and Colleges to develop and implement strategies for raising awareness and proactive initiatives to support students to maintain good mental health.
• Oversee health promotion and campaign activity.

Service standards- assist the Head of Service to:
• Lead, manage and develop professional, welcoming and accessible wellbeing and mental health services, which address the diverse needs of the student population.
• Ensure that staff are appropriately trained and accredited and that high standards are maintained.
• Regularly review the service manual to ensure that procedures are robust, ensure safety, and comply with latest guidance.
• Ensure the team complies with the relevant University policies and professional body standards.
• Represent the Division as necessary on University committees and working groups

Other
• Maintain a small caseload, as required for professional accreditation.
• Undertake continuous professional development as appropriate
• Demonstrate University values and behaviours.
• Any other reasonable duties assigned by the Head of Service or Senior Management.