## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Student Wellbeing Adviser</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Deanery</td>
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<td><strong>Job purpose:</strong></td>
<td>As a key member of our Tutorial team this new post will assist in the provision of appropriate wellbeing support to our diverse postgraduate student population. Line managed by the Dean, and in close liaison with the College’s Postgraduate Tutors, you will be the responsible for ensuring access to appropriate services including referring students who are seeking support. You will respond to the needs of students throughout the year, offer support to individuals with difficulties and assist with resolving their problems so they can continue to pursue their studies successfully.</td>
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### Main Duties and Responsibilities:

- To provide a standardised assessment to all students referred to the service and to collaboratively determine the most appropriate intervention, including whether an urgent response is required and what further support would best be offered.
- To signpost to the right service (internally and externally such as NHS and third sector services) for the student according to that assessment. To receive referrals back from other services as appropriate for assessment or support.
- To provide some drop-in sessions to help with early identification and prevention.
- To provide guided self-help: allocating students specified self-help material then engaging in a follow-up sessions.
- To provide solution-focused advice and guidance and identify possible coping strategies.
- To be expert in support/resource/services available in all levels across the University
- To promote the centrally updated wellbeing section of the college website.
- To have oversight of all ‘Student Support Documents’ (SSDs) and makes sure students are content with the arrangements in place.
- To be the primary point of liaison with the University’s ‘Disability Resource Centre’ (DRC).
- To have a core role in prevention activities for the college including supporting the student welfare officers.
- To assist with the college team response to individual student risk and crises. During working hours this is likely to include contacting the Duty Practitioner in University Counselling Service.
- Refer, when necessary and within agreed guidelines, aspects of academic-related problems to the appropriate member of the Tutorial team.
JOB AND PERSON DESCRIPTION

• Assist in developing, evaluating, and maintaining welfare resources and systems; maintain a shared approach to case management, particularly in more complex cases.
• Keep clear, detailed, accurate and confidential records of consultations and related information.
• Undertake any other duties or responsibilities associated with the role, as directed by Deans and other College Officers.

Responsible to:
• Deanery Office Manager
• The Dean

PERSON SPECIFICATION

Skills, Knowledge and Attributes:
• Experience working in mental health services, welfare or counselling.
• Excellent interpersonal skills including a high level of proficiency in listening and verbal communication.
• Written communication skills in order to make referrals and for case management.
• Ability to handle and share sensitive and confidential matters appropriately.
• Ability to give simple presentations in a clear and articulate manner.
• Familiarity with standard software packages such as excel and word for case management and referrals.
• Accuracy, attention to detail and an organised and methodical approach.
• Resilient and enthusiastic, with the confidence to exercise judgement and use initiative within agreed boundaries.
• Able to prioritise work, including responding appropriately to sometimes rapid changes in priority.
• A commitment to inclusive practice, working with students of all ages and backgrounds.
• Ability to manage confidential issues and to remain discreet, calm, diplomatic and professional.
• Understanding of duty of care and data protection as they relate to welfare work.

Remuneration and Benefits:

<table>
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<tr>
<th>Hours of work:</th>
<th>circa 15 hours per week – actual hours of work by mutual agreement (more hours may be available for suitable candidate)</th>
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<tbody>
<tr>
<td>Salary:</td>
<td>In the region of £37,000 - £42,000 pro rata per annum</td>
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<td>Holiday:</td>
<td>25 days’ per annum plus public holidays (pro-rata).</td>
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<td></td>
<td><em>Holidays should usually be taken outside full term</em></td>
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These job and person descriptions are non-contractual

Reviewed by Head of Department:

Signature:
Name: Duncan Needham
Date: 30/11/2021