## Role Profile

**Job Title:** Mental Health Advisor  
**School/Department:** Deputy Registrars Division  
**Job Family and Level:** Administrative, Professional & Managerial Level 5  
**Contract Status:** Fixed-term until 3 September 2021  
**Hours of Work:** Full-time (36.25 hours per week)  
**Location:** University Park  
**Reporting to:** Ellie Turner, Senior Mental Health Advisor

### Purpose of the New Role:
To provide specialist support to students with mental health difficulties at University Park, Jubilee and Sutton Bonington campuses.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tr>
<td><strong>1. Crisis Intervention</strong></td>
<td>25%</td>
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<td>- The MHA takes a lead role in the coordination and interface between informal services and statutory services ensuring the reintroduction into the University after periods of illness and / or hospitalisation has the best chance of success with appropriately coordinated support.</td>
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<td>- Assess risk of suicide and self-harm and ensure students access statutory support as needed. Assess and plan coordinated support for students with psychosis, severe depression and anxiety, eating disorders and other mental health conditions. Provide advice to other students affected by a crisis and assist them in accessing further support where required.</td>
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<td>- Provide a flexible service to meet need presented including outreach work and flexible working hours as needed, particularly in crisis situations.</td>
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<td>- Support mental health professionals in accessing and assessing students in crisis including assessments under the Mental Health Act.</td>
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<td>- Work closely with security in the management of critical incidents where mental health may be a contributory factor. Support the Security team in managing disciplinary processes where mental health problems may be a contributing factor.</td>
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<td>- Respond to complex situations/incidents at request of senior management.</td>
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<td><strong>2. Ongoing Support</strong></td>
<td>30%</td>
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<td>- Receive referrals from Cripps Health Centre, University Counselling Service, Academic and Disability Support, International Office and Hall Wardens. Meet with individual students to assess support need requirements; liaise with other agencies; provide one to one support as required; contribute to the DSA assessment of needs process as appropriate; organise and contribute to case conference as appropriate. The MHA may be required to visit students in Hall or in private accommodation.</td>
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<td>- Work closely with University Health Centre, Orchards Practice (Kegworth) and liaise with other GP practices.</td>
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- Liaise with student home mental health teams including Psychiatrists and Community Psychiatric Nurses.
- Develop and maintain professional relationships with Early Intervention; Crisis Intervention and Eating Disorder teams and continue to develop relationships with other specialist services.
- Visit students in local psychiatric wards to a) support students and b) develop appropriate ongoing support in conjunction with medical services, University Academic Schools and Halls of residences.
- Provide ongoing one to one support.
- Liaise with parents and families as appropriate.
- Ensure specific student needs are met, eg: ensuring international students access the International Office and services are aware of visa issues when providing mental health intervention.
- Support students in decisions about suspension and ensuring students access appropriate advice such as financial support when planning best course of action.
- Work with Occupational Health services where there are Fitness to Practice issues relating to students doing occupational courses.

3. **Supporting the University Community**
   - Provide informed advice and support to Schools, Halls and Central Services re the needs of students with mental health difficulties.
   - Advise, support and intervene where necessary to assess and provide first line support including managing Fitness to Study and Suspension processes.
   - Supporting pre-admission processes including assessment of fitness to study, assessment of need and service provision, clarification with potential students of support available and expectations of University and students.
   - Provide ongoing consultation and support where situations are ongoing.
   - Construct coordinated support plans involving both academic Schools and specialist University support services, together with specialist external mental health and medical services. Support the identification of appropriate reasonable adjustments.

4. **Training and staff development**
   - Contribute to the provision of training in mental health awareness for staff.
   - Design and deliver designated mental health awareness and training to academic and non-academic staff through Professional Development Unit and at the direct request of schools and departments to deliver more bespoke training.
   - Provide training to external agencies on request to raise awareness of student mental health needs and University support and deliver training on relevant research undertaken by the service.
   - Provide ongoing training and support to Wardens, Hall tutors; Disability Liaison Officer Network, Senior Tutor Network and School Welfare Officers.

5. **Policy and protocol development**
   - Contribute to the development of University wide policy and protocols in support of students with mental health difficulties; e.g: via Disability Policy Advisory Unit and in consultation with Head of Student Welfare and Director of Student Operations.
   - Contribute to Critical Incident Management e.g: student death, crisis situations.

6. **Liaison Activities**
   - Attend regular liaison meetings with Cripps Health Centre, University Counselling Service, Academic Support and Disability Support.
   - Liaise with external agencies such as local mental health provision to address changing needs of the student population and the appropriate matching and designation of specialist mental health services.
   - Take the lead in the development of protocols and operating procedures with those agencies to maximise accessibility of students to services and effective crisis response. Develop and maintain contacts both local and national in the field of mental health workers in Universities.
   - Attend and contribute to UMHAN (Universities Mental Health Advisors Network) networking with colleagues in other HE institutions to share best practice and future planning.
• Continue to build on the Mental Health of International Students research project through involvement and delivery of workshops/lectures.

7. Administration
• Complete administration necessary to the role and requirements of the department including keeping records and statistical information about the work undertaken, contribute to the annual report, keeping appointment diary etc.
• Write referral letters to services, provide evidence for extenuating circumstances and suspension requests, reports for hearings, Coroners Court, tribunals, reports to Student Loans company relating to DSA applications and requests for additional funding due to compelling personal circumstances, supportive letters with respect to release from accommodation requests.
• Provide data and regular feedback to the University management.

8. Mental Health Promotion
• Contribute to the development and delivery of mental health promotion literature and activities.
• Play a significant role in the University’s Healthy U initiative including attending out of hour’s roadshows and leading mental health campaigns in conjunction with the Student Union.
• Develop materials that promote mental health awareness and information within the University and in partnership with external agencies to increase uptake of support by vulnerable students. Promote positive mental health within the student population working with services such as the Disability Sports team.

Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications/Education</td>
<td>• Educated to degree level or equivalent</td>
<td>• Post graduate specialist qualification in a related discipline</td>
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<tr>
<td>Skills/Training</td>
<td>• Qualified as either psychiatric social worker, community psychiatric nurse, occupational therapist or clinical psychologist</td>
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<tr>
<td>Experience</td>
<td>• Significant experience of working within community mental health</td>
<td>• Knowledge of Equality Act 2010</td>
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<td>• Experience of working with the student age range</td>
<td>• Experience of working within Higher Education</td>
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<td>Other</td>
<td>• High level of interpersonal skills</td>
<td>• Experience and confidence in use of basic software applications</td>
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<td>• Experience of working both within a team and on own initiative</td>
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<td>• Ability to work under pressure and prioritise workload</td>
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<td>Statutory/Legal</td>
<td>• Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service</td>
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Because of the nature of the work for which you are applying, this post is exempted from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Candidates are therefore, not entitled to withhold information about convictions, which for other purposes are “spent” under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the University. Any information given will be strictly confidential and will be considered only in relation to an application for positions to which the Order applies.

Additional Information
In the last few years, the number of students presenting with significant mental health difficulties has increased markedly. This change has had a major impact in most Schools of the University where staff with pastoral responsibilities are dealing with complex, time consuming and often concerning situations. The Mental Health Advisor role is now a central part of the University’s support mechanism both in direct work with students and in supporting University colleagues both academic and non-academic. There has been an
increased risk to the University both in terms of retention and reputation as a supportive and inclusive institution. The service supports our legal commitment to the Equality Act.

The service began initially as a part-time pilot ten years ago but has now established itself as a service meeting the duties outlined above. The Mental Health Advisor role contributes significantly to the support of individual students but also to advising and supporting other University departments in working with students with mental health problems. The Advisors liaise closely and positively with external agencies to highlight the mental health needs of the student population and encourage development of accessible, appropriate services. This supports the retention of students and promotes the successful completion of their studies and reduces the potential negative impact that their difficulties can cause for them, other students and staff.

The positive profile of the service both within and outside the University has led to a high demand and level of expectation from the Mental Health Advisors which has led the service to increasingly prioritise complex work which includes risk management, safeguarding issues and crisis management. The Advisors work independently and flexibly with line management support and will work outside of regular hours when a crisis situation requires this.

The role involves liaising with staff throughout the University including DLOs, staff in welfare roles in schools, individual school tutors, hall wardens and tutors, security staff, the international office, as well as other teams within Student Services. The MHA liaises closely with statutory agencies developing and facilitating appropriate care plans involving both internal and external services. This enables the Advisor to pivotally contribute to providing consistent mental health support to students throughout the University which complies with University central policies and Equality legislation.

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.