Purpose of role
The post-holders will offer psychotherapeutic counselling to students in the Faculty of Medicine and Health Sciences (FMHS).

The core work of the Service is individual counselling and a key requirement for this is an ability to effectively manage a substantial caseload.

A significant part of the role involves the provision of assessment appointments (Counselling Consultations) to students who use the Service.

The role holder will also be expected to provide consultation support to relevant university support staff.

The role holder is expected to have a comprehensive understanding of challenges facing FMHS students and the requirements of the professional bodies who oversee the FMHS programmes.

The role holder covering Derby and Nottingham will be expected to design and deliver psycho-educational workshops, therapeutic groups and allied in-service training offered by the Service for the FMHS. They will be expected to contribute to monitoring service provision and evaluation data which will be used to identify areas for service development.

Scope of role
To work within Counselling Service policy, University Safeguarding policy and the guidelines of the BACP Ethical Framework for the Counselling Professions.

<table>
<thead>
<tr>
<th>Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1</td>
<td>To offer counselling, primarily short term, to FMHS students. To work as part of the team towards all aspects of continuously improving service delivery. This includes evaluation of counselling provision, policy development strategic planning and service evaluation.</td>
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## Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
|        | ▪ Able to conduct assessments and deliver appropriate interventions.  
▪ Demonstrate competence in risk assessment and an ability to work with student in crisis.  
▪ Able to demonstrate flexibility of counselling/psychotherapeutic approach as an appropriate response to the wide range of problems presented to UCS.  
▪ Competent IT skills. Demonstrable knowledge and use of Word and Outlook.  
▪ Ability to maintain accurate and up to date client records and complete administrative work efficiently. | ▪ Training in facilitating therapeutic groups.  
▪ Experience of using Titanium software. |
| Knowledge and experience | ▪ Demonstrate evidence of experience of short term work, e.g. brief focused counselling.  
▪ Experience of facilitating therapeutic groups, workshops and delivering training.  
▪ Have prior experience of working in a HE counselling service or similar setting.  
▪ Experience of working within a mental health /healthcare setting.  
▪ Demonstrate evidence of a good understanding and knowledge of mental health problems in order to be able to effectively identify and assess risk in order to take appropriate action.  
▪ Demonstrate an awareness and understanding of developmental, interpersonal and educational issues, relevant to the student and staff population and the University context. | ▪ Experience of counselling medical/healthcare students or staff.  
▪ Experience of providing on-line counselling. |
- Have evidence of an ability to work as part of a team and to work as an independent professional counsellor.
- Have evidence of ability to manage a complex caseload, requiring flexibility, time-management and organisational skills.
- Evidence of a capacity to cope with periods of intense pressure of work.
- Have understanding of the challenges faced by FMHS students.
- Have an understanding of the FMHS professional (e.g. GMC, NMC HCPC) requirements in respect of Fitness to Practice etc.

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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
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<tr>
<td>• Have a degree or substantial work experience.</td>
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<tr>
<td>• Will have completed counselling/psychotherapy training to at least Diploma (or equivalent) level.</td>
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<tr>
<td>• Will have evidence of substantial supervised post qualification experience in counselling/psychotherapy</td>
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<thead>
<tr>
<th>Accreditation/Registration</th>
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<tr>
<td>• Hold BACP accreditation/UKCP registration (or other counselling professional accreditation equivalent).</td>
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<tr>
<td>• Demonstrate a clear understanding of ethical issues with particular reference to confidentiality and boundaries.</td>
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<tr>
<th>Statutory/legal</th>
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<tr>
<td>Satisfactory completion of an enhanced DBS disclosure</td>
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</table>

The University 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.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

1. **Line manager**
   - Head of University counselling Service

2. **Role holder**
   - FMHS Counsellor

3. **Key stakeholder relationships**
   - Colleagues
   - Clients
Decision making

Taken independently by the role holder

- Monitor and evaluate key aspects of own work through self-supervision and clinical supervision.
- Manage client records in accordance with service policy.
- Undertake counselling consultations and assess risk and appropriate intervention.
- Making clinical decisions and judgments throughout the course of counselling students, including delivery of sessions, risk assessment, disclosure/confidentiality and providing evidence for the University.

Taken in collaboration with others

- Identify the most appropriate counselling interventions for clients through supervision and consultation with team members where appropriate.
- Plan training and group work content, promotion and delivery, where appropriate.

Referred to the appropriate line manager (please name) by the role holder

- Escalating client at risk and Safeguarding issues to Head of Service and or Head of Student Welfare as appropriate
- Dealing with any significant complaint about service provision with Head of Service or Head of Student Welfare.
- Counselling Service policy issues- Deputy Head of Service and Head of Service

Scope of the Role

To work within Counselling Service policy, University Safeguarding policy and to use the guidelines of the BACP Ethical Framework for the Counselling Professions.