



<b>Job title</b>	Mental Health Advisor	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	University Mental Health Advisory Service/ Student Wellbeing/ Student and Campus Life	<b>Location</b>	University Park Campus

## Purpose of role

Following an increase in demand for specialist mental health support at the University of Nottingham, The Mental Health Advisory Service is delighted to be recruiting to the post of Mental Health Advisor.

Reporting to the Head of Specialist Wellbeing Services (Counselling and Mental Health), the successful candidate will use their clinical experience and expertise to support students experiencing significant mental health difficulties. Using a recovery model, Mental Health Advisors will directly support students to develop strategies which maximise their HE opportunities and act as an interface between NHS Mental Health Services and the University community.

Given fluctuations of demand within the academic year, the percentages reflected in this document are likely to fluctuate throughout the year.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Assessment and Ongoing Support</b></p> <ul style="list-style-type: none"> <li>▪ Meet with individual students to assess support need requirements; communicate and liaise with UoN and other agencies; provide one to one support as required; contribute to the DSA assessment of needs process as appropriate; organise and contribute to case conferences as appropriate.</li> <li>▪ Liaise and communicate with NHS Services including in and out of area GP's, secondary mental health teams and third sector organisations where appropriate.</li> <li>▪ Develop and maintain professional relationships with local and out of area mental health services including DPM, EIP, CRHT and LMHTS</li> <li>▪ 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.</li> </ul>	50 %

	<ul style="list-style-type: none"> <li>▪ Support students in decisions about interruption and ensuring students access appropriate advice such as financial support when planning best course of action.</li> <li>▪ Work with Occupational Health services where there are Fitness to Practice issues relating to students doing occupational courses.</li> </ul>	
2	<p><b>Supporting the University Community</b></p> <ul style="list-style-type: none"> <li>▪ Provide informed advice and support to Schools, Halls and Central Services regarding the needs of students experiencing mental health difficulties.</li> <li>▪ Advise, support and intervene where necessary to assess and provide first line support including managing Fitness to Study and Suspension processes.</li> <li>▪ Provide ongoing consultation and support where situations are ongoing.</li> <li>▪ 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.</li> </ul>	20 %
3	<p><b>Training and staff development</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to the provision of training in students mental health awareness for staff.</li> <li>▪ Design and deliver 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.</li> </ul>	10 %
4	<p><b>Liaison Activities</b></p> <ul style="list-style-type: none"> <li>• Attend liaison meetings with Cripps Health Centre, University Counselling Service, Academic Support and Disability Support, and Support and Wellbeing Officers as required.</li> <li>• 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.</li> <li>• Support 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.</li> <li>• Attend and contribute to UMHAN (Universities Mental Health Advisors Network) networking with colleagues in other HE institutions to share best practice and future planning.</li> </ul>	10%
5	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Complete administration necessary to the role and requirements of the department including keeping records and statistical information about the work undertaken, keeping appointment diary etc.</li> <li>• Write referral letters to services, provide evidence for extenuating circumstances and suspension requests, reports for hearings,</li> </ul>	10%

	tribunals, supportive letters with respect to release from accommodation requests.	
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## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ High level of interpersonal skills</li> <li>▪ Experience of working both within a team and on own initiative</li> <li>▪ Ability to work under pressure and prioritise workload</li> <li>▪ Experience and confidence in use of basic software applications including MS Teams</li> <li>▪ Essential car user</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience of working within statutory community mental health services</li> <li>▪ Experience of working with the student age range</li> <li>▪ Knowledge of Equality Act 2010</li> <li>▪ Experience in working autonomously with people experiencing significant mental health difficulties</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working within Higher Education</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent</li> <li>▪ Professionally registered as either Psychiatric Social Worker, Community Psychiatric Nurse, Occupational Therapist or Clinical Psychologist</li> </ul>	<ul style="list-style-type: none"> <li>▪ Post graduate specialist qualification in a related discipline</li> </ul>
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service.</li> </ul>	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

## 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** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

