**THE UNIVERSITY OF NOTTINGHAM NINGBO, CHINA**

**HEAD OF UNIVERSITY COUNSELLING SERVICE (Fixed-term)**

**The University of Nottingham Ningbo China (UNNC)**

The University of Nottingham Ningbo China (UNNC) was the first foreign university to open in China and is part of The University of Nottingham, which is ranked in the top 1% of all universities worldwide according to the QS World University Rankings 2013.

Placed 7th in the UK for research power by the current national Research Assessment Exercise (RAE), Nottingham is a major research institution delivering work that is defined as ‘world-leading’ or ‘internationally excellent’.

Described by *The Times* as “the nearest Britain has to a truly global university”, The University of Nottingham has invested continuously in its award-winning campuses in the UK, China and Malaysia, attracting talented staff and students from all over the world.

UNNC delivers The University of Nottingham’s top-quality teaching and high-impact research from its base in Ningbo, Zhejiang province, China. Located less than two hours south of Shanghai by train, UNNC has more than 6,000 students and 600 staff from around 50 countries worldwide.

**High-quality research and education**

Since opening our doors in 2004, we have established ourselves as one of China’s leading providers of international education, as well as an inspiring and stimulating place to work.

Both academic and professional services staff are either seconded from The University of Nottingham in the UK or recruited to The University of Nottingham’s standards.

Our academics are expected to be effective teachers but are also given support to carry out high-impact research that is relevant to China's interests and needs. Research spans all faculties and disciplines and staff are encouraged to present their work at international conferences, while professional services staff at all levels benefit from career development support.

The University’s working language is English and all our degree programmes, coursework materials and exams are in English.

Our teaching is subject to the same quality assurance processes as The University of Nottingham and our students graduate with a Nottingham degree. High standards are maintained across the three campuses through continuous module assessment, internal audits and external examination.

**A global university in China**

By joining UNNC you be living in China at the height of its economic development, gaining a global prospective and experiencing an exciting new culture.

Our secure, green campus has clean, comfortable and secure accommodation for staff and a dedicated clinic with doctors and nurses on 24-hour call. A convenient on-campus high street has a range of shops, restaurants, an ATM and spaces for recreation, while shopping malls, entertainment facilities and other amenities are all within walking distance or a short bus or taxi ride from the campus.

There are three established international schools in Ningbo and more are set to open to cater to the city’s growing international community.

Populated with more than seven million people, Ningbo offers the opportunity to feel at home among an array of international shopping outlets, restaurants, clubs and bars. It also provides the chance to embrace culture and tradition – bustling streets house markets selling a variety of antiques, textiles and delicious Ningbo cuisine.

Ranked 7th in *Forbes’* (2012) list of the top cities for business in China, Ningbo’s import and export industry is one of the most important to the city and its businesses. The city is a mix of modern skyscrapers and traditional architecture, which complement stunning parkland and scenic spots.

The city’s excellent transport links mean that Ningbo is easy to travel around and an ideal base from which to explore China and Asia. The city’s airport connects it to China’s major cities as well as some international destinations, such as Hong Kong, Macau and Taipei.

**The University Counselling Service**

The University Counselling Service began in 2009 as a pioneering venture with one counsellor. In the past six years, it has become a professional, confidential and free counselling service well used by the University community including domestic Chinese students, international students from all over the world as well as academic and administrative staff. In 2012 an additional counselling position was created and the Service now provides counselling in both English and Chinese Mandarin (Putonghua).

The University Counselling Service works within the British Association for Counselling and Psychotherapy (BACP) ethical framework. While the service follows the same policies and procedures as the University Counselling Service at the University of Nottingham (UK), these are shaped to fit the local context. The emerging regulatory context for mental health services in China is also taken into account in the provision of the Service.

**Further details**

For further details see the websites of:

The University of Nottingham Ningbo China: [www.nottingham.edu.cn](http://www.nottingham.edu.cn)

The University of Nottingham: [www.nottingham.ac.uk](http://www.nottingham.ac.uk)

Informal enquires may be addressed to Dr. Jenny Weinman, UNNC Director of Student and Academic Services at Jennifer.Weinman@nottingham.edu.cn

**Please quote ref UNN392X1 Closing date: XXX**

**Please be advised that your referees will be contacted prior to interview and interviews will take place in Ningbo, China.**

**Please note that only applications submitted via our on-line system will be considered.**

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| UNIVERSITY OF NOTTINGHAM NINGBO, CHINARECRUITMENT ROLE PROFILE FORM  |

**Job Title:** Head of University Counselling Service (Fixed-term)

**Salary:** RMB425,772-RMB508,395 per annum depending on qualifications and experience. An attractive package including accommodation allowance, flights and insurance will be provided for international appointments.

**Contract Status:** This post will initially be offered on a fixed-term contract for a period of five years starting 1 July 2016 with the University of Nottingham Ningbo China. This contract may be extended on an indefinite basis by mutual agreement, subject to revised terms and conditions.

**Location:** The University of Nottingham Ningbo China

**Responsible to:** Director of Student and Academic Services, UNNC

**Job Outline:**

The position of Head of the University Counselling Service is an important post in the University, and the successful candidate will be required to provide leadership and develop the Service in the context of a growing international university campus in Ningbo China. The appointee will be responsible for the day to day operation of the service, the line management of one other counsellor, and the provision of a professional counselling service to both staff and students of the University community. It is anticipated that the clinical load carried by the Head of Service will be balanced with the core leadership responsibilities of the role.

While the core service of the University Counselling Service is individual counselling/psychotherapy, workshops and therapeutic groups are a developing part of the service. The person appointed will be expected to work within BACP ethics (or equivalent) and to have cognisance of the particular cultural context of China. They will have qualities of strong professional integrity, and the capacity to take initiative and to work independently. The appointee will report to the Director of Student and Academic Services on site at UNNC. They will also work in consultation with, and with the support of, the Head of the University Counselling Service based in the University of Nottingham in the UK as well as engage with their counterpart at the University of Nottingham in Malaysia as appropriate.

The successful candidate will be a counsellor/psychotherapist who is experienced in and able to offer short and long-term counselling/psychotherapy to both student and staff members of the University community. Candidates should have experience working with a wide range of cultural diversity. Candidates should be qualified counsellors or psychotherapists and hold BACP accreditation/UKCP registration or equivalent. Experience of working in Higher Education is desirable and evidence of working in trans-cultural settings would be valuable. Experience in therapeutic group work and/or conducting workshops would be an advantage, as would proficiency in Mandarin.

**Main Duties and Responsibilities:**

* Provide leadership for an established counselling service for both students and staff at the University of Nottingham Ningbo China (UNNC).
* Manage the day to day operation of the University Counselling Service (UCS).
* Provide line management for counsellor(s) working within the UCS.
* Work within the British Association of Counselling and Psychotherapy (BACP) ethical framework.
* Ensure understanding of and compliance with the Chinese Mental Health Law (2013) by consulting with professional colleagues, both within and outside the University community.
* Offer reception (assessment) appointments to determine appropriate intervention and assess risk.
* Offer counselling/psychotherapy, both short and long term, to both student and staff members of the University community. To carry out this work with consideration of the University and cultural context within which it occurs. To aim to ensure that the number of clients seen for long term counselling/psychotherapy does not exceed 50% of overall caseload.
* Oversee the maintenance of accurate and up-to-date client records in the UCS, and the collection and analysis of statistics in parallel with the University Counselling Service in Nottingham.
* Fulfil the administrative requirements of this role including; preparation of the annual budget, an annual statistical report, goal setting in response to the university wide Student Experience Survey and other tasks as appropriate.
* In consultation with the UNNC Director of Student and Academic Services and the UON Head of the University Counselling Service, develop policy for the UCS and update the departmental documents as contextually appropriate for UNNC.
* Oversee the communication and promotion of the UCS through the website, intranet, published materials, participation in induction programmes and other UNNC internal communication mechanisms.
* Maintain a personal programme of continuing professional development as appropriate and available.
* Promote best practice by liaising closely and providing support for others involved in staff/ student welfare within the University.
* Contribute to training and ongoing workshops in listening and responding skills to members of staff and occasional student groups with tutorial/pastoral responsibilities.
* Refer to other agencies both within and outside the University as appropriate.
* Take on other duties that may be required from time to time by the UNNC Director of Student and Academic Services.

**Person Specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications/****Education** | Will have completed counselling/psychotherapy training at postgraduate level and have significant experience in supervised counselling/psychotherapy following formal training.  | Have a Masters degree or above from an Institute of Higher Education. |
| **Accreditation/****Registration** | Hold BACP accreditation/UKCP registration or the equivalent.Work within the BACP code of ethics and practice. Demonstrate a clear understanding of ethical issues, with particular reference to confidentiality and boundaries.  | Have an awareness of the ethical implications of working as a professional counsellor in a Counselling Service where the client group is in the same organisation as that Service.  |
| **Skills/Training** | Able to demonstrate some flexibility of counselling/psychotherapeutic approach as an appropriate response to a wide range of problems presented. Able to run workshops for students and staff. | Training and experience working with trans-cultural issues in a counselling context. Some knowledge of Mandarin would be an advantage. |
| **Experience** | Have experience of short and long term counselling/psychotherapy interventions. Have experience of working with both students and staff in Higher Education. Be able to demonstrate an awareness and understanding of developmental, interpersonal and educational issues relevant to the student and staff population, the University context and the cultural context.  Have experience and an awareness of the key issues which have effects for international students.  Sufficient understanding of mental health problems in order to be able to assess risk, and to recognise and work appropriately within limits of professional competence. | Have experience of working within a mental health setting.Have experience of delivering workshopsHave experience of working abroad. |
| **Assessment** | Be able to offer assessment appointments.  |  |
| **Personal Attributes** | The person appointed should be able to conduct the central professional elements of the role in an autonomous way, should be used to taking initiative and to working independently. In addition be able to demonstrate the personal qualities required to lead a counselling service.The ability to manage a caseload and work within a requirement that long term counselling/ psychotherapy does not exceed 50% of overall caseload. To organise time effectively and cope with the pressures therein.To be able to maintain accurate and up-to-date client records, and complete administrative paperwork efficiently.  | Have an understanding of institutional dynamics and the ability to work with the tension between the needs of the client and the Institution.To be comfortable with ambiguity, with an ability to build and maintain relationships in a context of difference, whilst protecting the ethical integrity of a counselling service that works within the BACP ethical framework.  |

NB BACP: British Association of Counselling and Psychotherapy

 UKCP: United Kingdom Council for Psychotherapy

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**Interviews will take place in Ningbo, China.**