

**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	NHS Secondment for Contribution to Psychological Wellbeing Practitioner Training				
<b>DEPARTMENT</b>	School of Psychology				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>		<b>GRADE</b>	7	<b>DATE</b>	January 2021
<b>REPORTS TO</b>	Head of School				

**CONTEXT**

The School of Psychology at the University of Lincoln is seeking to appoint a new member to our programme team to support our CertHE/PGDip Psychological Wellbeing Practitioner (PWP) training programme. PWPs work in Improving Access to Psychological Therapies (IAPT) services in the NHS and provide a range of evidence based "low intensity" psychological interventions for mild to moderate mental health problems (NHS Step 2) such as anxiety and depression.

The School of Psychology is an expanding department within a university that has established a reputation as one of the most dynamic and fastest growing in the UK: the University of Lincoln was recently named as the Modern University of the Year in The Times and Sunday Times Good University Guide 2021.

Following recent expansions, the University of Lincoln has positioned itself as a major provider of applied psychology healthcare training courses in the East Midlands. Through providing high-quality mental health training and research, and by supporting the NHS develop a highly skilled mental health workforce, the School of Psychology is making a significant contribution to both local mental health services and to the well-being of the local community and is placed at the centre of mental health developments in the area.

The successful candidate will contribute to teaching on the PWP programme within the School, including supervision of PWP trainees. Applicants will be qualified Senior PWPs within the NHS / IAPT Services and will maintain their professional role alongside this secondment.

Based at the heart of the beautiful historic city of Lincoln, you will join a friendly and thriving department with an outstanding reputation for student experience and rising reputation for excellence in research. The most recent Research Excellence Framework judged 90% of our research to be of international significance, with much of our work having outstanding levels of real-world impact. The University supports the progress and advancement of women in science and the School was recently awarded an Athena SWAN Silver award.

The School of Psychology recognises the positive value of diversity, promotes equality and proactively works to make our School an inclusive environment. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as these groups are currently underrepresented at this level. Applications for part-time positions will be considered.

**The successful candidate will be seconded from their current role as a Senior PWP in IAPT Services and will not be employed by the University of Lincoln directly.**

## JOB PURPOSE

### Overview

The duties described represent the range of activities that may be expected at this level and the actual range and depth of duties being undertaken will vary dependent upon the experience of the staff member.

Staff developing through this level are expected to gain the necessary experience and skills to demonstrate competency in the main areas of role as described before progressing to the next level.

### General Duties

To coordinate and supervise trainees on placement as part of our CertHE/PGDip Psychological Wellbeing Practitioner programmes

To work with colleagues on curriculum development and the advancement of relevant discipline areas within the university.

To deliver teaching over a range of modules within the CertHE/PGDip Psychological Wellbeing Practitioner programmes

To undertake student tutoring and support.

To carry out a limited number of additional activities in support of the academic work of the department.

### Specific to this post upon appointment

The successful candidate will be seconded from their current role as a Senior PWP in IAPT Services and will not be employed by the University of Lincoln directly.

The post holder will be contributing to the teaching and placement supervision for the CertHE/PGDip Psychological Wellbeing Practitioner programmes.

## KEY RESPONSIBILITIES

### Quality Assurance of Placement Activity

- Ensure the management and monitoring of practice placements. Undertake placement visits and audit /compliance checks in collaboration with academic colleagues and external partners.
- Establish, implement, administer and promote accurate processes and procedures of quality assurance for practice placements
- Provide academic support and supervision to trainees on placement
- To accurately record and report on placement activities
- Act as a first point of contact for employers, placement staff and trainees with regards to placement activities
- Monitor, review and continuously improve procedures for placement activity
- Where appropriate, identify suitable partners and placement opportunities.
- Comply with Data Protection requirements in all working practices and maintain confidentiality as necessary.

### **Teaching and Learning Support**

- To engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of School. The range of teaching duties may change from time to time.
- Contribute to the design, content and delivery of placement activity and to its quality assurance
- Collaborate with colleagues in the continuous review and development of the Department's programmes.
- Take responsibility for the co-ordination of modules when appropriate to do so and after gaining sufficient relevant experience.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

### **Scholarly Activity and Professional Practice**

- Develop a standing as a practitioner in your field that contributes to the profile and reputation of the School
- Collaborate in scholarly activities and / or professional practice based initiatives with colleagues in and beyond the School if appropriate
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department
- Work with more senior Scholars or Professional Practice leads in the School/Department to develop relevant activities to maintain and enhance the income and reputation of the School/Department and University
- Engage in continuous professional development and scholarly activity in order to develop own professional skills, including teaching and learning skills

### **Liaison and Networking**

- Liaise with and develop links with relevant professional bodies and academic groups
- Take part in relevant internal committees and working groups
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed

### Team Working

- Work as a member of a team, collaborating on curriculum development and contributing to departmental meetings.
- Begin to co-ordinate the work of others when appropriate through taking responsibility for module co-ordination

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> <li>• Head of Department</li> <li>• Faculty Senior Academic Managers</li> <li>• Departmental academic, administrative and technical staff</li> <li>• Support Services Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Trainee employers/placement partners</li> <li>• Relevant academic and professional groups</li> <li>• Relevant national, regional and international networks</li> <li>• External examiners</li> </ul>

**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Relevant professional practice qualification (active UK registration)	<b>E</b>	<b>A</b>
Relevant honours degree or equivalent	<b>E</b>	<b>A</b>
Current employment as PWP in IAPT Services	<b>E</b>	<b>A</b>
Experience of supervising trainees or colleagues/ Completed supervisor training OR a commitment to complete one	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Experience and knowledge of professional practice learning, assessment and practice learning processes	<b>E</b>	<b>A/I</b>
Experience of conducting a learning needs analysis for supervisees and/or broader curriculum development	<b>E</b>	<b>A/I</b>
Ability to support the learning needs of trainees from diverse backgrounds	<b>E</b>	<b>A/I</b>
Ability to contribute to curriculum development	<b>E</b>	<b>A/I</b>
Experience and knowledge of teaching in Higher Education	<b>D</b>	<b>A/I</b>
Effective use of digital management systems for teaching and learning OR professional practice purposes	<b>E</b>	<b>A/I</b>
Developing depth and breadth of subject understanding	<b>E</b>	<b>I</b>
Knowledge AND/OR experience of current health policy, research, and professional body developments	<b>E</b>	<b>A/I</b>
Interdisciplinary work relevant to the Department	<b>D</b>	<b>A/I</b>
Understanding of the quality and standards requirement set by professional practice bodies	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Practice experience within an applied clinical setting	<b>E</b>	<b>A/I</b>
Evidence of continuing professional development	<b>E</b>	<b>A/I</b>
Experience of supervising trainees and / or other professionals in professional practice	<b>E</b>	<b>A/I</b>
Experience of developing and maintaining professional relationships and networks	<b>E</b>	<b>A/I</b>
Experience of having worked with a range of stakeholders to achieve common goals	<b>E</b>	<b>A/I</b>
Ability to supervisor trainees on placement	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to work on own initiative	<b>E</b>	<b>A/I</b>

Excellent written and verbal communication skills	<b>E</b>	<b>A/I</b>
Good organisational and time management skills	<b>E</b>	<b>A/I</b>
Enthusiasm and commitment	<b>E</b>	<b>I</b>
Team working	<b>E</b>	<b>I</b>
Good interpersonal skills	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>I</b>
Willingness to travel as part of the role	<b>E</b>	<b>A/I</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	HM	<b>HRBA</b>	SL
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