



UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Wellbeing Advisor				
DEPARTMENT	Student Wellbeing Centre				
LOCATION	Student Services				
JOB NUMBER	SS9014	GRADE	6	DATE	May 2024
REPORTS TO	Senior Mental Health and Wellbeing Advisor				

CONTEXT

The individual appointed will be a member of the Student Wellbeing Team, based within Student Services, and expected to work closely with colleagues in Student Services and across the University.

JOB PURPOSE

This is a new and exciting function within the award-winning Student Wellbeing Team to support our existing structures to help our students to meet, fulfil their potential and raise their aspirations, whilst impacting upon the Universities ambitions to offer an outstanding Higher Education experience which improves the prospects of all students.

The post holder will have specialist responsibility for co-ordinating support to University of Lincoln students, to encompass students who have disclosed a mental health condition, learning difference, disability or medical condition, and in responding to students who present with mental health difficulties that they have not disclosed in advance. In addition, where appropriate, the post holder will also provide support to students with a range of disabilities.

KEY RESPONSIBILITIES

Crisis Intervention

- This post takes a lead role in the coordination and interface between internal services and statutory services, including ensuring the reintroduction of students into the University after periods of illness and /or hospitalisation.
- 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.
- Provide a flexible service to meet the need presented, including flexible working as required, particularly in crisis situations.
- Respond to complex situations/incidents at the request of senior management.

Sexual Violence Liaison Officer

- This post takes a lead role in the coordination and interface between statutory services, to identify, assess and manage risk in relation to sexual violence.
- This post will undertake appropriate risk assessments and record information appropriately in relation to sexual violence.
- This post will provide necessary support to alleged victims or perpetrators of sexual violence.
- This post will work in accordance with the Criminal Justice legislation, Confidentiality and Data Protection.

On-going Support

- Works in conjunction with the Wellbeing Service and Counselling Service, particularly in planning service provision for students arriving at university for the first time. Liaise with student's home mental and physical health teams including Psychiatrists and Community Psychiatric Nurses to ensure necessary referrals are made.
- Meet with individual students to assess support 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 conferences as appropriate. This post may be required to visit students in their accommodation either on or off campus.
- Work closely with University Health Centre; and liaise with other Primary Care Services and GP practices.
- Provide advice and support for students with routine day-to-day queries, advising with reference to university policy and procedures.
- Develop and maintain professional relationships Secondary Care and specialist services.
- Provide on-going one to one support to students.
- Liaise with parents and families as appropriate.
- Support students in decisions about suspension or withdrawal and ensure students access appropriate advice such as financial support when planning best course of action.
- Ensure specific student needs are met.
- Undertake general disability work including casework and dealing with queries from staff and students.

Supporting the wider University

- Provide specialist advice and support to Schools, Academic Colleagues, the SU, Accommodation, other professional services and the Student Support Centre, about the needs of students with a range of disabilities.
- Advise, support and intervene where necessary, to assess and provide first line support, to include managing Fitness to Study, and Suspension or Exclusion.
- Provide continuing consultation and support where the wellbeing of students raises further concerns, including for the safety and welfare of others.
- Construct coordinated support plans involving both Schools and other professional services, working with specialist external mental health and medical services.
- Support the identification of appropriate reasonable adjustments.

Staff Development and Health Promotion

- Design and deliver generalist wellbeing health awareness and training to academic and professional services staff through the Human Resources Learning and Development Team and bespoke training at the request of Schools and Departments.
- Provide training to external agencies to raise awareness of student wellbeing needs and available University support.
- Contribute to the development and delivery of wellbeing promotion literature and activities.

- Develop materials that promote wellbeing 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.
Promote positive wellbeing services specifically tailored to the needs of International students.

Policy Development

- Contribute to the development of university wide policy and protocols in support of students with a range of disabilities, in consultation with the Head of Student Wellbeing or the Head of Student Services.
- Keep up to date with changes in legislation, government policy and research in the area of mental health with particular, but not exclusive, regard to the implications for higher education institutions.

Liaison Activities

- Attend regular liaison meetings with the Wellbeing Service, Counselling Service, other professional services and Schools/Colleges
- Liaise with external agencies to support and encourage the development of 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 external agencies to maximise the accessibility of services to students and effective crisis response.
- Develop and maintain local and national networks in the field of wellbeing support for HE.
- Attend and contribute to NADP (National Association of Disability Practitioners) networking with colleagues in other HE institutions to share best practice and future planning.

Administration

- Complete administration necessary for the role and the requirements of the department; to include but not restricted to: detailed record keeping of all interactions with individual students to include appointments, notes, referral letters to services; extenuating circumstances and suspension requests, letters to Student Loan Company relating to DSA applications and requests for additional funding because of compelling personal circumstances, supportive letters with respect to release from accommodation requests.
- To ensure that the Outlook diary is updated no less than daily.
- Provide data and regular feedback to the Head of Student Wellbeing.

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

Scope and dimensions of the role

The post will involve working flexibly, including the need to work at the request of the line manager "out of hours" either to deal with urgent crisis situations or occasionally for pre-arranged events e.g., Open Days. The post will involve working across all the University campuses.

Key working relationships/networks

Internal	External
Students Seniors within Student Services and the Student Support Centre All Student Service and Student Support Staff Staff from across Student Affairs Colleges and Schools Sessional Counsellors Academic Staff Accommodation	Crisis Team Early Interventions Team Single Point of Access (SPA) General Practitioners NHS services in Lincolnshire and nationally Voluntary Sector Services Student Finance England UHMAN NNAC DSA - QAG

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Mental Health and Wellbeing Advisor	JOB NUMBER	SS9014
Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)	
Qualifications:			
Degree or equivalent.	E	A	
A' level qualifications or equivalent experience.	E	A	
Working within the disability field, to include psychiatric social worker, nurse who specialises with working with people in the community with mental health or occupational therapist,	D	A,I	
Experience:			
Significant experience of working within the mental health field.	E	A,I	
Experience of responding proactively to crisis situations involving mental health issues.	E	A,I,R	
Experience of providing support to alleged victims or perpetrators of sexual violence.	E	A,I	
Experience of working within Higher Education.	E	A,I	
Experience of working within a team and on own initiative.	E	A,I,R	
Experience of managing a varied case load	E	A,I,R	
Skills and Knowledge:			
Knowledge of the Equality Act as it relates to Higher Education.	D	A,I	
An understanding of the specific needs of students with Mental Health conditions in a higher education context.	D	A,I	
Knowledge of the disability field, sufficient to undertake the generic responsibilities of the post.	D	A,I	
Competencies and Personal Attributes:			
High level of interpersonal skills.	E	A,I,R	
Ability to work under pressure, including working with large numbers of at risk and vulnerable students and to prioritise workload	E	A,I,R	
Clear commitment to working to promote equal opportunities.	E	A,I	
Written and oral communication skills appropriate to the post	E	A,I	
Business Requirements:			
Flexible hours to accommodate occasional evening and weekend work	E	A/I	

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.

Author	JS	HRBP	GPH
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