

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Counsellor (CBT) – Full time extended opening hours post.	Salary: £37,265 - £48, 402 per annum
(Normal working week for this post is Mondays to Saturdays)	
Grade: 5	Location: Offering services at High Holborn and on college sites
Accountable to: Senior Counsellor	College/Service: Within the portfolio of the Dean of Students

- Purpose of Role:**
- To provide assessments, counselling, crisis management and related forms of support to students, individually or in groups, as part of the counselling and mental health team
 - To provide extended opening hours appointments on Saturdays (during term time).
 - To work closely with managers and the team in developing the service development and good practice
 - To contribute to the delivery and strategic development of student support in the University.
 - To the support of academics and other UAL staff in their work with students via telephone and email advice, training events, etc.

- Duties and Responsibilities**
- To be a participative member of the Counselling, Health Advice and Chaplaincy Team and within the University's wider student services.
 - To attend weekly counselling and /mental health team meetings (Tuesday mornings).
 - To assess students, to provide support in crisis, to manage risk in emergencies and referral on where appropriate.
 - To undertake confidential and individual counselling sessions with students. Counselling will usually be short-term with occasional longer-term work as necessitated by circumstances.
 - To provide consultation to academics and other members of staff concerned about students or about their personal support role with students.
 - To receive clinical supervision from a supervisor approved by your line manager (this may be in a group)
 - To maintain confidential, accurate and up to date records as required
 - To liaise with staff within the University of Arts London and with external agencies as appropriate.
 - To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
 - To undertake health and safety duties and responsibilities appropriate to the role
 - To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
 - To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
 - To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness
 - To conduct all financial matters associated with the role in accordance with the University's policies

and procedures, as laid down in the Financial Regulations

Key Working Relationships:

Students

Counselling and Health Advice Team colleagues

Student Services colleagues

Other student support staff.

Academics and other staff in colleges and central services

The Students Union

Specific Management Responsibilities

Budgets: None

Staff: None

Other: None

Job Title: Counsellor

Grade: 5

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

Person Specification	
<p>Specialist Knowledge/ Qualifications</p>	<p>Holds a post graduate diploma or Masters level Counselling qualification.</p> <p>Is an experienced CBT practitioner.</p> <p>Has BACP or equivalent accreditation.</p> <p>Understands the role of the counselling service within a university setting.</p> <p>Has knowledge of issues affecting students.</p> <p>Has knowledge of relevant aspects of legislation.</p> <p>Understands the importance of confidentiality and boundaries.</p>
<p>Relevant Experience</p>	<p>Has post qualification experience of counselling students.in a further or higher education setting.</p> <p>Has experience of:-</p> <ul style="list-style-type: none">• undertaking counselling assessments• risk assessment, providing support in crises and managing emergencies• identifying, responding to, and referring on clients who are mentally unwell or in need of psychiatric support/assessment• providing brief/short-term counselling contracts• working in a multi-disciplinary team.• dealing with difficult situations or confidential matters according to policy and procedures, referring to others where necessary and appropriate.

	<ul style="list-style-type: none"> • using CORE and/or other outcome measures
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Professional Practice	<p>Uses post qualification training and continuous professional development activities to update professional knowledge and to keep abreast of developments in in the sector.</p> <p>Shares learning and experience with others.</p>
Planning and managing resources	Able to clarify, plan and prioritise own work, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration, influencing events or decisions.
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems</p> <p>Analyses problems to identify their cause, considering all possible solutions to identify those which offer wider benefits.</p> <p>Adapt services and systems to meet students' needs and to identify ways of improving standards and actively promoting services.</p>

Last updated: April 2015