



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

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| Job Title: | Wellbeing Practitioner |
| Location: | Llandaff/Cyncoed |
| Department: | Wellbeing Service – Student Services |
| Hours: | 37 hours per week |
| Grade: | 6 A/B |
| Salary: | £35,326- £39,739 per annum |
| Tenure: | Fixed term until 29/07/2022 |

Accountable to: **Head of Student Wellbeing**

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

You will be required to develop and deliver a range of low Intensity therapeutic and strength-based interventions to support students experiencing low to moderate emotional health and wellbeing issues.

These interventions will incorporate both group, 1:1 and online activities to support students to continue to engage with their studies and develop the skills and resources they need to succeed within and beyond their university career.

In addition you will be required to manage student referrals for support via the university's wellbeing triage system identifying the most appropriate support based on their individual needs.

Principal Duties and Responsibilities:

- To develop a calendar of evidence based wellbeing initiatives preparing students to meet academic challenges
- To manage all referrals that come in via the wellbeing triage system making recommendations for specific types of wellbeing and mental health support for students based on individual need

- To deliver a wellbeing drop-in providing short-term, focussed interventions to support student retention and success
- To identify, risk assess and refer students with complex mental health needs, including those in crisis and at risk to appropriate statutory or specialist mental health services
- To contribute towards the development of a library of best practice self-help resources to support student self-management of their emotional health
- To work collaboratively with other colleagues within the Wellbeing and Learning Support teams to ensure a consistent approach to supporting students
- To deliver awareness sessions and information in the area of mental health and wellbeing to colleagues in schools and other professional services
- To contribute to the effective implementation of the University Mental Health Action Plan
- To evaluate the effectiveness of the interventions with students developing and improving interventions as required
- To maintain up to date, confidential case notes and any other related case work on the electronic student case management system
- To maintain professional boundaries when supporting students
- To strengthen links with statutory services (mental health provision based within GP practices, CMHTs etc.) and relevant 3rd sector organisations

Additional Information:

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



PERSON SPECIFICATION

Post: Wellbeing Practitioner

Unit/School: Student Services

***Key**

A - Application form

I - Interview

T/P - Test/Presentation

| FACTORS | ESSENTIAL AND DESIRABLE CRITERIA | ASSESSED BY | | |
|--|--|-------------|----|------|
| | | A* | I* | T/P* |
| Education & Qualifications (Essential) | Degree level or equivalent | ✓ | ✓ | |
| | Relevant qualification to diploma level recognised by professional body (BACP, UKCP, BPS, HCPC, IAPT etc.) | ✓ | ✓ | |
| Education & Qualifications (Desirable) | Relevant postgraduate qualification | ✓ | | |
| Knowledge (Essential) | In depth knowledge of a range of low intensity wellbeing interventions relevant to the needs of students to support them to develop the necessary skills and resources to achieve academically and transition successfully out of university | ✓ | ✓ | ✓ |
| | An ability to interpret student information provided via the wellbeing triage system demonstrating an understanding of the impact of emotional health issues in an educational context making appropriate recommendations for support | ✓ | ✓ | ✓ |
| | An understanding of developments within higher education in relation to wellbeing and mental health including key legislation and frameworks | ✓ | ✓ | ✓ |
| | Knowledge and understanding of statutory and 3 rd sector mental health support in the local area and potential implications for students and the university | ✓ | ✓ | ✓ |
| Knowledge (Desirable) | | | | |

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| Skills & Abilities (Essential) | Excellent communication skills to include the ability to confidently deliver regular training/presentations on a range of wellbeing and mental health topics to students and also staff | ✓ | ✓ | ✓ |
| | Ability to work empathically with a diverse student population | ✓ | ✓ | ✓ |
| | Excellent organisation and administrative skills to manage the wellbeing triage system, a calendar of wellbeing events and a student caseload | ✓ | ✓ | |
| | Excellent team-working skills to include the ability to flexibly support colleagues to meet student needs and ensure the delivery of a quality service | ✓ | ✓ | ✓ |
| | To demonstrate the initiative and drive to manage own workload | ✓ | ✓ | ✓ |
| | To have a comprehensive understanding of confidentiality in relation to the remit of the role | ✓ | ✓ | ✓ |
| | Ability to maintain a healthy work/life balance particularly during busier times of the academic year | ✓ | ✓ | ✓ |
| Skills & Abilities (Desirable) | | | | |

| FACTORS | ESSENTIAL AND DESIRABLE CRITERIA | ASSESSED BY | | |
|---------------------------------------|---|-------------|----|------|
| | | A* | I* | T/P* |
| Experience Paid/Unpaid (Essential) | Experience of implementing a range of effective, evidence based wellbeing interventions in a professional setting | ✓ | ✓ | ✓ |
| | Experience of effectively identifying and managing risk in relation to mental health in the workplace | ✓ | ✓ | ✓ |
| | Experience of evaluating the effectiveness of a range of wellbeing interventions | ✓ | ✓ | |
| | Experience of developing and maintaining effective working relationships with colleagues in a range of settings, external partners etc. | ✓ | ✓ | |

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|------------------------------------|--|---------------------|---|--|
| Experience Paid/Unpaid (Desirable) | Experience of delivering wellbeing interventions online | ✓ | ✓ | |
| Other Requirements (Essential) | To regularly reflect on working practices and processes making improvements to triage and wellbeing interventions as required Ability to travel between campuses. The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB). | ✓ ✓ ✓ | ✓ | |
| Other Requirements (Desirable) | Ability to speak Welsh | | | |

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>