**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | Student Life |
| **Job Title:** | Safeguarding and Disclosure Response Adviser (Mental Health) |
| **Department/Subject:** | Safeguarding and Disclosure Response (SDR) |
| **Salary:** | Grade 8 – £39,355 - £45,413 |
| **Hours of work:** | 35 hours per week |
| **Number of positions:** | 1 |
| **Contract:** | Fixed Term 1.8.25 – 31.7.26 (12 months) |
| **Location:** | Singleton and Bay campus working will be required. |

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| **Main Purpose of Post** | 1. The SDR Adviser (Mental Health) is an experienced clinician required to deliver appropriate mental health support, advice and guidance on mental health conditions, assisting with risk assessment to ensure that students deemed high risk, or with complex needs, are supported and safety and risk interventions are co-ordinated effectively. 2. Provide mental health expertise, advice and guidance to staff in the Safeguarding and Disclosure Response (SDR) team, using peer supervision to support in cases where students present with complex issues and concerns. 3. Participate in weekly team meetings and development sessions to provide advice, guidance and enhance the knowledge base within the team on mental health issues, promoting a supportive learning culture. 4. Work closely with key staff and role model appropriate responses to ensure a holistic approach for students who have disclosed a mental health issue. 5. Support allocated SDR Advisers in meetings with students who are diagnosed with and/or experiencing specific mental health difficulties, as agreed by the SDR manager. 6. Assist with the co-ordination of any additional support deemed necessary across the University and provide telephone liaison and contact for students, staff and parents/carers 7. Provide advice, guidance and support in response to situations where there are concerns a student’s continuation of studies may have a detrimental effect on the student and their health, or that a student’s actions and/or behaviour is compromising the ability of other people to study or is putting other people at risk of harm. 8. Routinely assess, manage and communicate risk of student’s accessing support through the Safeguarding and Disclosure Response Team. 9. Assist communication with internal and external agencies regarding a student’s situation, providing explanation and interpretation as required. 10. Clearly document all assessments, actions and outcomes within existing recording systems. 11. Provide training to groups of University staff and key members of the Student Union e.g. full time members of staff, Team Captains, Heads of Societies, etc. to promote facilitation of a better understanding of emotional and psychological difficulties associated with mental health problems and how best to support them. 12. Adhere to post holders registered body [code of professional conduct](https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf) (or equivalent) and; attend supervision on all aspects of clinical work with an external partner/consultant. The post holder may also be required to participate in regular managerial supervision meetings. 13. Assist the Safeguarding and Disclosure Response Manager to monitor and collate feedback from students and staff. Contribute to annual reports by providing information and comment on key themes and trends within the student population to make recommendations for change or improvements to service delivery. 14. Keep abreast of current research and practice in the field of student mental health and wellbeing and participate in internal and external networks and organisations to feedback and share best practice throughout the sector. 15. Ensure that appropriate levels of confidentiality are upheld in accordance with the University data protection policy and the Student Life confidentiality statement. 16. Perform additional duties occasionally which are not included above, but which will be consistent with the role. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy. 6. Contribute to/support delivery of belonging activities/initiatives across the University to ensure all our staff and students feel a strong sense of belonging at Swansea. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. * Demonstrable evidence of providing a caring approach to all your customers ensuring a personalised and positive experience * Ability to work flexibly when required to ensure all urgent safeguarding / risk management actions are completed.   **Qualification:**   * Degree or equivalent experience. * A professional qualification in the field of mental health & recent experience of practicing within this qualification. * Membership of (at least) one of the following 14 organisations: * Association of Child Psychotherapists * BABCP accreditation * BACP individual or MBACP * British Psychoanalytic Council – under a member institution * British Psychological Society Chartered Member (CPsychol) / IAPT Register / Graduate Member (MBPsS) AND PG qualification in Psychology or Mental Health * COSCA accredited member * FDAP (NCAC) * General Medical Council (GMC) – Psychiatry * Health and Care Professions Council (HCPC) (Arts Therapist/ Occupational Therapist / Practitioner Psychologist / Social worker in England) * IACP accredited member * Nursing and Midwifery Council (NMC) – Mental Health Nurse / Community Mental Health Nurse / Psychiatric Nurse * Social Worker body for Scotland SSSC / Wales SCW/ NI (NISCC) * UKCP full clinical individual * UMHAN member   Other equivalent professional body membership will be considered – please supply details.  **Experience:**   * Experienced at maintaining professional networks to ensure best practice is promoted and communicated within area of expertise and brought back into the Safeguarding and Disclosure Response Team and Student Life Directorate. * Experience and evidence of effective working and contribution within a multi- disciplinary team setting and respect for a holistic approach to care and support. * Can evidence continued professional development and shows commitment to developing themselves as a SDR Advisor (Mental Health).   **Knowledge and Skills:**   * Demonstrable knowledge of working within clinical and non-clinical mental health settings with adults aged 17+ with a wide range of emotional and psychological difficulties * In depth knowledge of local mental health statutory and non-statutory service configurations and referral pathways * Knowledge and experience of safeguarding, risk assessment and management * Understanding of students’ issues and the demands of student life skills * Experience of delivering interventions to promote mental wellbeing * Possess high level of knowledge, skill and confidence in conducting assessments and ability to signpost where appropriate * Effective, clear and positive communication skills * Capacity to deal with highly sensitive and complex issues * Personal and professional resilience when dealing with stressful and difficult situations * Ability to diffuse and deescalate a potentially threatening situation * Has working knowledge of Mental Health Legislation and current evidence-based practice, including specific higher education guidance * Takes initiative to ensure future success of the University by contributing positively to new ideas and approaches * Embrace and respond flexibly to change, supporting colleagues and the institution during change * Possess excellent organisational and a minimum of intermediate IT skills   **Desirable Criteria:**   * Ability to communicate in Welsh * Experience of working in a Higher Education setting * Knowledge and understanding of UK disability & equalities legislation * Knowledge and understanding of Disabled Student’s Allowance (DSA) * Experience of working within a multi-cultural environment |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: [n.a.billingham@swansea.ac.uk](mailto:n.a.billingham@swansea.ac.uk) and [c.a.pierce@swansea.ac.uk](mailto:c.a.pierce@swansea.ac.uk)  **A satisfactory DBS certificate must be provided before a start date can be confirmed** |

  