

## 1 Advertisement

**Post Title:** Psychodynamic *or* CBT therapist (Psychotherapist or Counsellor)

**School/department:** Division of Student Experience: Wellbeing, Therapeutic and Residential Life Services: University Counselling Service

**Hours:** 0.8 FTE. Requests for flexible working options cannot be considered for this post as fractional parts of 0.8 FTE do not work due to the needs of the business.

**Contract:** Permanent

**Reference:** 5316

**Salary:** starting at £41,526 and rising to £49,553 per annum, pro rata

**Closing date:** 16 April 2021. Applications must be received by midnight of the closing date.

**Interview date:** 4 May 2021.

**Expected start date:** As soon as possible

The Department of Wellbeing, Therapeutic and Residential Life Services, within the Directorate for the Student Experience, is seeking to appoint an experienced clinical practitioner to the role of Psychodynamic *or* CBT therapist (Counsellor or Psychotherapist). We are looking, in particular, for a mental health practitioner with a possible background as a nurse/ social worker and/or has experience of working within acute mental health services and/or secondary mental health services.

The successful candidate will have a post-graduate level counselling qualification; current accreditation as a counsellor/psychotherapist with BACP, UKCP, BABCP, BCP or registration with BPS or HCPC as a clinical or counselling psychologist in addition to relevant experience of brief therapy and group-work in a similar organisational setting. You will need to provide your accreditation/registration certificate at interview.

The University Counselling Service has recently become part of a larger team which encompasses student wellbeing more widely and includes residential life which is critical to a good student experience. You will be joining a team of experienced therapists and a number of post-qualified and trainee Counsellors. Each year, over 1600 students are seen for counselling, either individually, in therapy groups, or in workshops offering strategies for managing in different situations.

You will utilise a range of counselling interventions and techniques appropriate to the needs of the students, provide short-term focussed counselling and wellbeing interventions for students working as part of an integrated Student Experience Division. You will manage student cases collaborating and consulting with the wider divisional staff i.e. disability support and Student Life Centre as well as NHS professionals as required to ensure the safety and wellbeing of students. Your contribution to the delivery of proactive initiatives around mental health and wellbeing as part of the wider mental health strategy will be critical in the development of the service.

An innovative, risk conscious approach, sound judgement and diplomacy, as well as the ability to work under pressure within a complex organisational structure are essential attributes required of the post holder.

Excellent interpersonal skills, including the ability to build relationships, respect confidentiality, and be able to navigate complex situations in a sensitive and professional manner. Highly developed written and oral communication skills are essential as well as a positive and flexible approach to the role and the service.

Due to Covid-19, we have added telephone and video consultations to our offer and may have to continue to work from home until we are advised otherwise. You will need to take this into consideration as you do need to be able to work in a secure environment where information can be managed confidentially at all times. Experience of working online/by telephone is essential.

For full details please see the Person Specification and Job Description. If you have any queries which are not addressed here, please email Ann Mitropoulou [A.Mitropoulou@sussex.ac.uk](mailto:A.Mitropoulou@sussex.ac.uk) but do ensure you read the full particulars first.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## **2. The Division**

### **Student Experience**

The Student Experience Directorate provides a range of administrative, academic and support services focussed on improving the student experience, both directly to students and also to colleagues in Schools and Departments.

### **Key services**

- Careers and Employability Centre
- Wellbeing, Therapeutic and Residential Life Services
- Student Conduct, Complaints, Appeals and Regulations
- International Student Support
- Student Life Centre
- Student Support Unit (disability support)
- Sussex Regional ACCESS Centre
- Student progress and administration
- Technology and enhanced learning
- Registration, assessment, compliance
- Academic quality

### 3. JOB DESCRIPTION

<b>Job Title:</b>	Psychodynamic <i>or</i> CBT therapist (Counsellor or Psychotherapist)
<b>Grade:</b>	Grade 8
<b>School/Division:</b>	Division of Student Experience: Wellbeing, Therapeutic and Residential Life Services: University Counselling Service
<b>Location:</b>	University Health Centre
<b>Responsible to:</b>	Head of Wellbeing, Therapeutic and Residential Life Services
<b>Direct reports:</b>	Supervisees who could be trainees, volunteers or locums.
<b>Key contacts:</b>	Colleagues across Student Experience Division, professional service areas and schools. NHS, statutory and voluntary services.

#### PRINCIPAL ACCOUNTABILITIES

1. To provide time-limited individual and group therapy (including emergency priority sessions) to student clients of the University during clinical hours. Designing and delivering psycho-educative groups and workshops to enhance the self-care of our students.
2. To proficiently maintain accurate and timely clinical records of support and on-going actions for professional records, statistical monitoring and quality assurance using the designated system ensuring that all records comply with relevant legislation.
3. In administrative hours, to take on projects with the aim of improving and monitoring the service provided to students through the regular production and analysis of statistical service metrics to ensure efficient and successful service delivery and identify any trends and patterns to make informed recommendations for continual service improvement.
4. To act as clinical lead on a rota basis and to provide clinical supervision for volunteers and locums working in the service and out of usual office hours if necessary.
5. To contribute to the coordination of a department, divisional and University wide response to a crisis situation and provide therapeutic support, assistance and mental health assessment when required. Flexible working may be required.
6. To create positive working relationships with members of University staff to promote the Counselling Service and offering consultation to members of the University as required.

## KEY RESPONSIBILITIES

- 1. To provide time-limited individual and group therapy (including emergency priority sessions) to student clients of the University during clinical hours. Designing and delivering psycho-educative groups and workshops to enhance the self-care of our students**
  - 1.1 To provide a thorough clinical assessment to ascertain suitability for brief work and to offer interventions appropriate to need and within service limits, including self-help and psycho-education, extended assessment, brief counselling and/or making suitable and timely referrals to other services.
  - 1.2 To conduct initial assessments, assess mental capacity and to evaluate levels of risk, functioning and wellbeing. Where necessary to take appropriate, sometimes urgent, action in consultation with colleagues within the university and outside agencies if necessary
  - 1.3 To work with relevant colleagues across the division and wider university if appropriate on the management of serious student cases
  - 1.4 To develop and deliver workshops, presentations, staff training and, longer term group work
  - 1.5 Excellent communication and interpersonal skills with the ability to respond sensitively and appropriately to the needs of students and staff.
  
- 2. To maintain accurate and timely clinical records of support and on-going actions for professional records, statistical monitoring and quality assurance using the designated system ensuring that all records comply with relevant legislation. (administrative hours)**
  - 2.1 To liaise with the administrators regarding weekly appointments and where necessary input into replies to emails/enquiries from students and staff
  - 2.2 Record, process and disseminate confidential and other information according to service policies, Codes of Ethics and key legislation such as that related to GDPR.
  - 2.3 To liaise with practitioners in primary and secondary NHS care; statutory services and in the voluntary services to facilitate student care.
  - 2.4 To maintain departmental/divisional case review records and the administration required when chairing divisional meetings such as Fitness to Study.
  
- 3. To monitor and improve the service provided to students through the regular production and analysis of statistical service metrics to ensure efficient and successful service delivery and identify any trends and patterns to make informed recommendations for continual service improvement.**
  - 3.1 To maintain a high level of knowledge and awareness of changes and developments in

the fields of higher Education and Counselling, and their implications for the organisation and delivery of counselling within the institution

3.2 Utilising data and trends, develop, design and deliver new initiatives, projects and activities which will further develop the service.

**4. To provide clinical supervision for trainees, volunteers and locums working in the service.**

4.1 Provide clinical supervision for trainees, volunteers and post-qualified trainees in their management of cases and where queries and concerns exist.

4.2 Adhere and work within the Code of Ethics and Practice of the BACP and of any other professional body (or bodies) of which you are a member e.g. UKCP or BABCP

4.3 Maintain an adequate level of personal supervision to meet the requirements of your professional body with the agreement of the Head of Service.

4.4 Maintain and actively participate in continuing professional development in the pursuance of the services activities and the development of the service.

4.5 To provide clinical supervision or mental health assessment when required, out-of-hours to cover possible evening/weekend clinics and to support the Residential Life team.

**5. Contribute to the coordination of a department, divisional and University-wide response to a crisis situation and provide therapeutic support, mental health assessment and assistance whenever required (outside clinical hours)**

5.1 Collaboration, communication and attendance (including taking the chair), at case meetings with key divisional and school colleagues as well as outside agencies with regards to crisis, Imminent Risk, Fitness to Study and appropriate referrals to services.

5.2 Identify, be knowledgeable about and liaise with services within the University and externally and be able to refer appropriately.

5.3 To contribute to activities in the wider University concerned with promoting students' emotional and psychological wellbeing

**6. To create positive working relationships with members of University staff and the GP Practice to promote the Counselling Service and offering consultation to members of the University as required.**

6.1 Developing and delivering training sessions and briefings for University colleagues.

6.2 Attend and represent the Service at relevant case work meetings and institutional mental health and wellbeing related meetings during administrative hours.

6.3 To have editorial responsibility for the standard, quality, relevance and accuracy of all information, advice and guidance (including online) for the team.

6.4 To participate as an active team member, not only within the University Counselling Service, but as a member of Wellbeing, Therapeutic and Residential Life Services.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

- Effective and timely therapy resulting in quality provision of one-to-one and group activity
- University Colleagues and students have a clear understanding of provision and appropriate access providing positive feedback
- Service development that reflects the clear needs of the client groups and is responsive to changing needs of students and the sector
- Collaborative and joined up working with department, division and university which enhances efficiency and contributes to the lowering of risk.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Demonstrate ability to fully utilise both the clinical and administrative aspects of this role.
2. Demonstrable ability to liaise effectively with a range of staff and to provide accurate advice with clarity and relevance to the circumstances under discussion.
3. Sensitivity to the circumstances of students, including cultural awareness and an understanding of the lives of different groups of students.
4. Possess excellent interpersonal, administrative and communication skills
5. The ability to prioritise and make decisions while working across organisational boundaries in a complex organisation.
6. The ability to use a range of IT systems and aptitude to adapt to and utilise a range of student-case data bases.
7. Demonstrable ability to use own initiative.
8. Demonstrable ability of being self-motivated, with the ability to work under pressure and to tight deadlines
9. Successful completion of a DBS check

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Professionally trained and qualified as a psychodynamic counsellor or psychotherapist  
  
*or*  
  
Professionally trained and qualified as a cognitive behavioural therapist
2. A degree or equivalent qualification and hold, or be eligible for, accredited membership of one of the following professional associations: BACP, UKCP, BABCP.
3. A comprehensive understanding of mental health issues in higher education comprising an awareness of therapeutic and non-therapeutic interventions designed

to promote better student mental health

4. Significant clinical experience, including time limited work, in either a primary or secondary care setting
5. The capacity for resilience in managing the challenges and demands of high-frequency, short-term therapeutic work
6. Able to work respectfully and collaboratively with operational and administrative colleagues and as part of a team of therapists with different modalities and approaches
7. Clinical experience of, or working towards becoming a clinical supervisor.
8. Experience of working both online and on the telephone with clients.

#### **DESIRABLE CRITERIA**

1. Clinical experience of, or working towards, facilitating therapeutic groups and psycho-educational groups and workshops
2. Clinical experience of, or working towards, providing therapy remotely i.e., online or by telephone