



Job Title	University Counsellor
School/Department	Health and Wellbeing Centre
Job Level	UNNC Scale B level 4
Job Family	Administrative, Professional, and Managerial
Contract Status/ Appointment Duration	This post is available from May 2024 and will initially be offered on a fixed-term contract with the University of Nottingham Ningbo China for a period of up to 3 years and a probation of 6 months.
Location	University of Nottingham Ningbo China
Hours of Work	Regular working hours
Responsible to	Director of University Counselling Service

Purpose of role

The role holder will be a counsellor/psychotherapist/counselling psychologist who is experienced in and able to offer short and long-term face-to-face and online counselling/psychotherapy to both students and staff of the University. The role holder is expected to work as part of the University Counselling Service team. In addition, this role will contribute to wellbeing and counselling activities, which may include mindfulness meditation session, psycho-educational workshops, trainings for students and staff.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Planning and Organising <ul style="list-style-type: none">Contribute to development and implementation of counselling service strategies and plans in achieving university goals, and maintain close relationships with stakeholders which includes but not limited to students and colleagues to deliver Health and Wellbeing Centre strategies.	5%
2	Customer and Service Support <ul style="list-style-type: none">Offer one to one counselling/psychotherapy, both short and long term, face-to-face and online, to students and staff in the University, ensuring that the number of clients seen for long term counselling/psychotherapy does not exceed 25% of overall case load; carry out this work in coherence of University policy, Chinese mental health legislation and other relevant government and cultural contexts.Offer initial assessment appointments to determine client allocation, and to formulate and deliver appropriate interventions.Conduct and record formal risk assessments in a timely and accurate manner that is also therapeutic for the client, and escalate complex cases to line manager.Ensure that the confidentiality of students and staff who use the Counselling Service is upheld apart from in the exceptional circumstances of serious and immediate risk to self or others.	50%

	<ul style="list-style-type: none"> ▪ Work within the British Association of Counselling & Psychotherapy (BACP) Ethical Framework together with Chinese Mental Health Legislation and ensure that all service practices are compliant with this framework. ▪ Make referrals to other services both within and outside of the University as appropriate. ▪ Contribute to the professional development of University staff and the professionalization of University services through contributing to wellbeing and counselling activities, which may include mindfulness meditation session, psycho-educational workshops, trainings for staff; Contribute to a range of service activities and university events to promote and enhance student and staff wellbeing as appropriate. ▪ Manage day-to-day operations and other administrative work of as a University Counsellor. 	
3	Analysis & Reporting <ul style="list-style-type: none"> ▪ Maintain accurate and up-to-date client records, and participate in collection, analysis and reporting of service statistics in a timely manner. ▪ Actively engage in evaluation of counselling provision. 	15%
4	Liaison <ul style="list-style-type: none"> ▪ Liaise with and provide consultancy support and guidance to others involved in staff/student welfare and wellbeing within the University. ▪ Attend regular clinical supervision, team meetings and peer discussions. 	10%
5	Continuous Improvement <ul style="list-style-type: none"> ▪ Maintain a personal programme of continuing professional development, including regular participation in external and internal supervision, as appropriate and available. Ensure understanding of and compliance with Chinese mental health legislation and other relevant government legislation. ▪ Keep skills up to date and develop depth or breadth of knowledge in a particular area, such as: keep learning in the professional development of counsellor, through learning from more senior/experienced colleagues, exposure to a range of activities, and formal training/professional qualification. ▪ Collect feedback and requirements from inside and outside stakeholders to improve counselling service. 	10%
6	People Management & Leadership <ul style="list-style-type: none"> ▪ Contribute to the management of part-time counsellors, other junior staff and interns, and provide guidance if needed. 	5%
7	Other <ul style="list-style-type: none"> ▪ Participate in training and staff development events as trainer or trainee as appropriate. ▪ Maintain appropriate professional development, expertise and awareness. ▪ Undertake other tasks and responsibilities as may reasonably be required. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Demonstrate flexibility of counselling/psychotherapeutic approach as an appropriate response to a wide range of problems presented. ▪ Demonstrate a high standard of spoken and written English skills. ▪ Proven negotiation and influencing skills. ▪ Tact, diplomacy and confidentiality. ▪ Initiative, resourcefulness, problem solving skills, and demonstrate competence in risk assessment and ability to work with students and staff in crisis. ▪ Ability to work constructively and collaboratively within a culturally mixed environment 	<ul style="list-style-type: none"> ▪ Demonstrate fluency in spoken and written Mandarin Chinese.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of short- and long- term counselling/psychotherapy interventions. ▪ Experience of conducting assessments and formulating and delivering appropriate interventions. ▪ Awareness and sensitivity in working with socially and culturally diverse client group. ▪ Experience of clinical work in different settings. ▪ Awareness and understanding of developmental, interpersonal and educational issues relevant to the student and staff population, in an international university context and in the cultural context. ▪ Sufficient understanding of mental health problems to be able to assess risk, and to recognise and work appropriately within limits of professional competence. ▪ Knowledge of British Association of Counselling & Psychotherapy Ethical Framework (2018), Chinese Mental Health Legislation and of UK/China data protection legislation as it applies to counselling and related fields, and to the implications of noncompliance by the University. 	<ul style="list-style-type: none"> ▪ Experience of working with students and preferably also staff, in a university or other higher education settings regarding mental health and counselling. ▪ Experience of working in counselling field over 10 years and over 5000 direct clinical hours after graduation; ▪ Received clinical supervision by qualified clinical supervisors over 250 hours after graduation (total of individual supervision and group supervision; peer supervision doesn't count in this category); ▪ Experience of working abroad. ▪ Experience of clinical work with international populations. ▪ Experience of taking a leadership role. ▪ Knowledge in planning and delivering workshops and trainings for staff and students in the areas of wellbeing and counselling. ▪ Experience of dealing with cultural issues in a counselling context.



Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none">▪ Minimum of master's level qualification in counselling/psychotherapy/counselling psychology/social work.▪ Professional accreditation/registration/licensure in country of qualification or practice (e.g. UK: BACP or UKCP registration; China: CPS registered counsellor; USA: LPC, LMHC, LCSW, LSW).	<ul style="list-style-type: none">▪ Doctoral level qualification in counselling/psychotherapy/counselling psychology.▪ Qualification/certificate/registration in clinical supervision (e.g. CPS registered supervisor).▪ Training of dealing with cultural issues in a counselling context.
Statutory, legal or special requirements	<ul style="list-style-type: none">▪ Knowledge and understanding of Chinese mental health legislation as it applies to counselling and related fields, and to the implications of noncompliance by the University.	

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

