The University of Melbourne 
(logo)

POSITION DESCRIPTION

Student and Scholarly Services

**Chief Operating Officer Portfolio**

Clinical Psychologist Counsellor

Counselling and Psychological Services

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| Position Number | 8005580 |
| professionaL CLASSIFICATION STANDARD/SALARY | UOM 8 - $119,752 - $129,607 per annum (pro rata for part time) |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full Time or 0.8 FTE |
| BASIS OF EMPLOYMENT | Continuing |
| How to Apply | Go to [http://about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number. |
| contact For enquiries only | Orania Tokatlidis Tel +61 3 8344 6927  Email orania@unimelb.edu.au  Please do not send your application to this contact |

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](https://about.unimelb.edu.au/careers)

**ACKNOWLEDGEMENT OF COUNTRY**

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

**THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

**CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

* Business Services
* Chief Finance Officer Group
* Legal and Risk
* Office of the COO
* Operational Performance Group
* Research, Innovation and Commercialisation
* Student and Scholarly Services

**STUDENT AND SCHOLARLY SERVICES**

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

Counselling and Psychological Services (CAPS) is part of the Wellbeing suite of services in Student Success, Student and Scholarly Services. CAPS provides free psychological counselling to students and staff and delivers a range of training and consultancy activities. The service is led by a Manager and Head of Service, with three Senior Counsellors, overseeing the day-to-day operation of the service and comprises around 30 people including Counsellors, Locum/Psychology Registrar Counsellors, Intern Counsellors and reception/administration staff.

**EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

**ABOUT THE ROLE**

**Position Purpose:**

The Clinical Psychologist Counsellor position provides psychological counselling, and training and consultancy activities, consistent with CAPS operational guidelines. Psychological counselling is focussed on triage, initial assessment, shorter-term treatment and/or appropriate referral, with specific emphasis on the identification and management of clients in high-risk situations.

Psychological services involve the planning, provision and evaluation of therapeutic group programs, workshops, mental health training in person and online, as well as resources addressing issues and potential problems derived from identified trends in client presenting problems or targeting student cohorts within the University community. Clinical Psychologist Counsellors are involved in the delivery of clinical supervision to clinical psychology interns and psychology registrars on clinical endorsement pathways.

Reporting line: The Counsellor will report to a Senior Counsellor, CAPS.

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

**Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Moderate

Judgement: Extensive

Operational context: All students and staff of the University of Melbourne are eligible to access CAPS services.

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

## COUNSELLING

* Provide a high standard of psychological counselling including initial assessment, with an emphasis on identification and management of clients in high-risk situations, and appropriate referral and/or shorter-term treatment intervention.
* Participate in regular CAPS supervision, case-management/peer review processes and maintain appropriate case records and management of sensitive client information in keeping with the CAPS operational guidelines, professional standards, legislation and policies, and University requirements.
* Maintain knowledge of emerging or current issues in counselling theory and practice and currency of practice.

## PSYCHOLOGICAL SERVICES

* Provide a high standard of in person and online psychological service activities that are relevant to students and staff including therapeutic group interventions, workshops, mental health and wellbeing literacy programs, consultancy and other related programs.
* Provide clinical supervision to clinical psychology intern and clinical psychology registrar counsellors.

## Other

* Familiarity with Office 365 suite of programs, Zoom and other applications to facilitate the provision of counselling and psychological services both online and in person.
* Continuously develop professional knowledge and skills relevant to the role and the organisation’s broader objectives including maintaining regular clinical supervision.
* Actively contribute to a safe, respectful, healthy, and inclusive workplace environment and team culture that fosters innovation, teamwork, high achievement, continuous improvement, and job satisfaction.

Counsellors are expected to demonstrate professional autonomy and decision-making in relation to client assessment and management issues. In most instances counsellors will determine an appropriate course of action without reference to colleagues but may when necessary and later, consult with colleagues and senior Service staff through formal or informal case discussion. They must have the capacity to respond rapidly, sensitively, and creatively to complex and unpredictable situations where extreme emotional or psychological states may be evident and make decisions in the face of numerous uncertainties and a range of options.

In situations where there is potential risk to the client or others, the Counsellor is obliged to act in accordance with their professional training and background and actively consult with the Senior Counsellors and/or Manager of CAPS.

Counsellors maintain a balance between the needs of the University in the provision of counselling services with the requirements and obligations of Counsellor professional registration, training, and background.

**Selection Criteria:**

Education/Qualifications

The appointee will be a registered clinical psychologist with a relevant postgraduate degree at Masters level or above, in a field directly linked to the provision of therapeutic counselling services, or with an equivalent combination of relevant experience and education/training.

Knowledge and skills:

Essential

1. Extensive post qualification experience in the provision of counselling and psychotherapeutic services, including with people from diverse cultural backgrounds.
2. Demonstrated ability and experience to plan, deliver and evaluate in person and online therapeutic group interventions, workshops, training programs and consultancies.
3. Demonstrated experience in the assessment and management of complex clinical matters, cognitive and emotional, mental health, and developmental issues, including case planning and review, within a self-management framework.
4. Provision of clinical supervision to clinical psychology interns and clinical psychology registrars.

Desirable

1. Experience in the provision of clinical services within a shorter-term counselling and clinical management model, and/or in a university context.
2. Demonstrate service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people, and building relationships in your workplace.
3. Demonstrated cultural awareness and an ability to work positively and productively with individuals from a variety of international, racial and religious backgrounds.

**Other job related information:**

**Special Requirements**

* Full and current registration as a psychologist with Australian Health Practitioner Regulation Agency (AHPRA), plus endorsement to practice in Clinical Psychology and as a PsyBoard approved supervisor.
* Full membership or eligibility for a membership, of the APS, or equivalent.
* The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
* Counsellors may be required to work during CAPS hours of opening including up till 6pm on some evenings.