POSITION DESCRIPTION

Position Title: Student Counsellor
Organisation Unit: Student Services Directorate
Position Number: 1161004
Type of Employment: Full-Time, Fixed Term
Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Student Services Directorate is part of the Student Affairs Division, which also comprises the Health Service and UQ Advantage Office. The Student Services Directorate is a unit with a strong focus of providing a broad range of student services including enhancing the student experience and assisting the institution in improving student retention. It comprises of the following sub-units: the Learning Hub, Student Counselling, First-Year Engagement, Accommodation Services, Multi-faith Chaplaincy and is expected to work closely with other Directorates in the Student Affairs Division. Services are delivered across the St. Lucia, Gatton and Herston campuses.

Information about the Directorate may be accessed on the Student Services web site at http://www.uq.edu.au/student-services

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Student Counsellor will provide mental health and general counselling interventions for enrolled students, as well as running workshops, groups and other educational programmes. The Student Counsellor will also develop online educational materials, and prevention and intervention activities, primarily related to mental health and wellbeing.

Duties

The Student Counsellor is required to perform the following but not limited to:

- Undertake appropriate interventions with students including assessments, counselling, brief therapy, cognitive behavioural therapy and group therapy aimed at assisting them to acquire appropriate coping strategies

- Conduct psychometric assessment when appropriate

- Conduct small and large group programmes, workshops or seminars on a range of personal concerns.

- Conduct mental health university community education and outreach activities

- Provide appropriate short- to medium term evidence based assistance to students to facilitate their appropriate engagement with a program of study and/or refer students with long-term or complex needs to an appropriate service
• Prepare, in conjunction with others, appropriate resource materials for students for
delivery in a range of formats including on-line and web-enabled information

• Liaise with University staff on matters affecting student development

• Undertake administrative activities including record keeping, correspondence and
evaluation

• Contribute to the Student Services team by assisting with other duties as required

Other
Ensure you are aware of and comply with legislation and University policy relevant to the
duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation
  and related OH&S responsibilities and procedures developed by the University or
  Institute/School
• the adoption sustainable practices in all work activities and compliance with
  associated legislation and related University sustainability responsibilities and
  procedures
• requirements of the Education Services for Overseas Students Act 2000, the
  National Code 2007 and associated legislation, and related responsibilities and
  procedures developed by the University

Organisational Relationships

The position reports to the Senior Manager, Student Counselling.
SELECTION CRITERIA

**Essential**

- Professional qualifications in a relevant discipline e.g. Behavioural Science, Psychology, Social Work; and
- Extensive relevant experience; or
- An equivalent combination of relevant experience and/or education/training.
- Demonstrated effectiveness in the delivery of evidence based counselling and therapy associated with a learning or similar environment at both the individual and group level;
- Ability to work individually and be self-directed in addition to contributing a broader team of professional staff;
- Demonstrated high level communication and interpersonal skills;
- Familiarity in working with people from diverse cultures and backgrounds;
- Tact, discretion and ability to maintain confidentiality;

**Desirable**

- Postgraduate qualifications in a relevant discipline;
- Registration or accreditation with a relevant professional body will be highly regarded.
- Understanding of developmental theories, psychological disorders and appropriate interventions, community education and public mental health;
- Experience in designing and implementing resource materials and workshops and seminars, using a diverse range of delivery methods;
- Demonstrated experience in establishing, developing and maintaining relationships outside the immediate work unit;
- Demonstrated experience in working in an electronic environment and delivering online information which is web enabled.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.