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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | Division Student Life / Human Resources Division |
| **Faculty/School/Centre:**  | Counselling  |
| **Department/Unit:**  |  |
| **Position Title:**  | Adviser to Staff |
| **Classification:** | Senior Manager 1 (specialist) |
| **Position No:** | 868 |
| **Responsible to:** | Reports to Head, Counselling / funded by Human Resources Division |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** | 0 |

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| **PURPOSE STATEMENT:**To provide individual counselling to staff of ANU the University.**KEY ACCOUNTABILITY AREAS:**The position primarily entails the provision of individual counselling to staff. It requires professional expertise in psychological counselling practices and expertise in coaching and adult mental health. Understanding of a broad range of personal, psychological, life stage, cultural related issues is required with the ability to adopt appropriate counselling frameworks. **Position Dimension & Relationships:** This position is funded by the Human Resources Division but for supervision reports to the Head of the University Counselling. The core work of the Adviser to Staff includes coaching and psychological counselling of staff. The Adviser to Staff may also be required to participate in projects that contribute to the professional practice and have the skills and knowledge to provide advice to the ANU community on matters relating to the mental health and well-being.**Role Statement:**1. **Counselling and consultancy services**
2. To provide coaching and psychological/clinical counselling to staff for problems affecting professional or personal well-being, including complex mental health conditions
3. To assist with crisis situations where counselling skills are required
4. To provide consultancy services to staff in pastoral and management or advisory roles to assist them in responding appropriately to distressed and/or unwell staff.
5. Contribute to the coordination of external Employee Assistance Program (EAP) providers and services.
6. **Working with Groups**

To contribute to psycho-educational presentations and therapeutic group programs that are developed and presented to staff.1. **Professional practice**
2. To liaise with other University staff and services in the community, as required, to support counselling, consultancy and group activities.
3. To maintain client records and data in a manner which supports effective professional practice and which contributes to the accountability of the service and to the evaluation of the service’s effectiveness.
4. To engage in regular supervision
5. To undertake specific projects (eg administrative, service delivery improvement, evaluation, promotion activities as required.

**4. Professional development** To maintain and develop professional skills by continued study and practical training. |

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| **SELECTION CRITERIA:****Selection Criteria:**1. A degree in Psychology with AHPRA registration and eligibility for membership of the Australian Psychological Society, or a degree in Social Work with eligibility for membership of the AASW as a Mental Health Social Worker and extensive relevant coaching and counselling experience.
2. Demonstrated competence in coaching and counselling and group work with an understanding of counselling frameworks relevant to staff, including consultancy services to staff in pastoral and management roles.
3. Ability to communicate effectively with a diverse population of university staff and to show competence in dealing with more complex cases presentations.
4. Demonstrated ability to work effectively in a counselling team and to provide contributions to policies, porcedures and processes.
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | Division Student Life | **Dept/School/Section** | Counselling Centre |
| **Position Title** | Advisor to Staff | **Classification** | Senior Manager 1 (Specialist) |
| **Position No.** | 868 | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |