

POSITION TITLE	Counsellor
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FACULTY/INSTITUTE/DIVISION	Division of DVC (Students and Education)
SCHOOL/SECTION	Student Experience
CAMPUS	Hobart
CLASSIFICATION	HEO 7
DATE	2017

POSITION SUMMARY

The University's strategic plan recognises that the student experience, within and beyond curriculum, is a critical component of university life. The Student Experience portfolio within the Division of Students and Education provides a holistic approach to the provision of programs and services designed to support students' intellectual and personal development. At the core of this theme is a commitment to increase higher education participation and to promote student transition, engagement with learning, and ultimately their retention and success.

The Student Experience brings together those areas of the Division which deliver a broad range of support services to students; this includes Accommodation Services, counselling, support for students with disability, career development and employment, faculty based student support roles, support roles for international and domestic culturally diverse students, learning and academic development programs and a range of other initiatives that aim to enhance the student experience.

Within this context of integration, and in close collaboration with Divisional and faculty colleagues, the incumbent is responsible for a comprehensive range of counselling and wellbeing services to students and postgraduates across the University. With a specific focus on mental health, proactive wellbeing and on students with complex needs, the incumbent will work as part of a multidisciplinary team to enhance the retention and success of students, and facilitate the transition of students to and through university life. The position will work closely with staff from Student Wellbeing as well as the broader Student Experience portfolio.

POSITION RELATIONSHIPS

Supervisor	<i>Head Student Wellbeing</i>
Direct reports	<i>Nil</i>
Other	Student Wellbeing is located within the portfolio of Student Learning, Retention and Success (SLRS). This portfolio includes Disability Advisers, Wellbeing, Student Advisers (for both domestic and international students), Student Success, Student Learning Support (academic support and transition to university programs) and Career Development and leadership. The incumbent is required to work cooperatively with other members of the portfolio. They will be expected to relate well with students, other University staff, representatives of student organisations, government and community based agencies.

KEY ACCOUNTABILITIES AND OUTCOMES

1.	Provide assessment, support and therapeutic counselling to students at all stages of study. Provide appropriate referral where necessary to other University and community based services.
2.	Provide ongoing support and case management to students with complex and comorbid presentations in order to enhance student retention and success.
3.	In consultation and collaboration with key stakeholders, collate, review, develop and promote flourishing mental health strategies through online and hard copy resources to further equip students to self-manage mental health and self-care while studying.
4.	Provide information and training to university staff and students regarding mental health and wellbeing issues including the development of guidelines and policies as required. Liaise with and support academic and professional staff to ensure students are consistently and appropriately supported throughout their university experience.
5.	Liaise with and work in close consult with external government departments, community organisations and private practitioners to ensure students are consistently and appropriately supported throughout their university experience.
6.	Participate in relevant Student Experience events, projects and programs as required.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The incumbent is expected to work effectively and independently as part of a broader multi-disciplinary team involving Academic and Professional staff.

POSITION CRITERIA

Essential Requirements

1. Tertiary qualifications in Psychology or Social Work and eligibility for membership of the Australian Psychological Society or membership of the Australian Association of Social Workers.
2. Relevant counselling experience working in mental health or related field.
3. High level interpersonal, counselling, negotiation and conflict resolution skills on matters that may require sound professional judgment and tact.
4. High level of written and oral communication skills demonstrated through effective interaction with people in educational or similar institutions and the broader community.
5. Demonstrated ability to work and contribute effectively as part of a multidisciplinary team.
6. Excellent organisation skills including the ability to work effectively and independently in demanding and stressful situations.
7. Capacity to identify and respond to the particular needs of client groups in a professional manner.

Desirable Attributes

8. Familiarity with and knowledge of the higher education environment, including an understanding of and empathy with student issues and needs.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can