

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Relationship Co-Ordinator & Academic Support for Educational Mental Health

## **College/Department**

College of Health, Psychology and Social Care

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0458-21

## **Salary**

£28,120 to £30,914 per annum pro rata

## **Reports To**

Head of Discipline

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will be responsible for the professional relationship coordination of trainee Education Mental Health Practitioners (EMHP) for the College of Health & Social Care and will be at the heart of the learning journey for the EMHP.

The post holder will work directly with employers, school and college staff, plus internal academic teams as well as take responsibility for coordinating the learner experience in line with service level agreements, other contracts and reporting. It is important that the post-holder is able to support the academic team by providing high quality, accessible learning opportunities and an exceptional student experience in line with the University’s strategic objectives, ensuring that employability and ‘real-world’ learning are at the heart of the curriculum. In keeping with this, the post holder will help facilitate the development of reflective practice and the development of independent learning skills. Additionally, the post-holder will have an overview of the HEE/University contract ensuring financial agreements are adhered.to and be conversant with current government policies for children and young people in the context of CYP IAPT.

## **Principal Accountabilities**

1. Manage the communications plan for appropriate groups to ensure a successful EMHP training experience visiting placements as required.
2. Work with the Head of Counselling and Psychotherapy to ensure that the University is regarded as a professional and high-quality provider of EMHP training in the region
3. Act as key point of contact for all EMHP training activity for academic staff, learners, external stakeholders; employers, professional bodies and funding agencies.
4. Understand the complexity of the HEE/University contract ensuring financial agreements are met.
5. Develop a proficient understanding of CYP (IAPT) legislation and governance
6. Generate, review, maintain and up-date as required EMHP training materials to ensure that they are tailored, informative and give clear, up-to-date advice, this includes setting up and maintaining a website for stakeholders.
7. Develop trusted and, maintain effective working relationships with a cross section of stakeholders ·
8. Enable academic and administrative staff at the University to understand the responsibilities of the University as an EMHP Training Provider and their compliance responsibilities particularly in relation to the Office for Students (OFS) ·
9. Handle and respond to questions and issues raised by stakeholders and advise relevant managers and academic teams on responses. ·
10. Work with finance teams and management to ensure that SLAs, fees and any additional charges are taken into account during negotiations. ·
11. Work with internal departments on the development, implementation and any required staff training of electronic systems.

### Learning and Teaching

1. Ensure periodic employer satisfaction surveys are employed; deliver reports and recommendations for action based on feedback.
2. Effectively teach and facilitate learning on a range of subjects / modules within the subject area on undergraduate, postgraduate, professional and post-experience programmes.
3. Ensure that knowledge from research and scholarly activities informs and enhances learning and teaching, as well as extending it to appropriate external activities such as knowledge transfer activities.
4. Ensure that module / programme design and delivery comply with the quality standards and regulations of the University.
5. Participate effectively in the assessment process, including the setting, marking and moderation of student work, providing constructive feedback and ensuring it is in accordance with quality assurance procedures.
6. Participate in the continuing review and development of module/programme delivery, incorporating innovative study modes, learning environments and pedagogic practices to engage and stimulate students, deliver effective learning outcomes and develop the skills and attributes of the ‘Derby Graduate’.
7. Take on relevant academic responsibilities, including associated marketing, recruitment, delivery and on-going programme development activities.

### Research / Scholarship

1. Engage in individual research and collaborate both internally and externally on research projects that are consistent with the College, and contribute to influencing leading edge practice in the University and contribution to the REF.
2. Sustain and enhance the reputation of the University by publishing in appropriate quality journals and presenting at scholarly activities such as workshops, conferences and other similar events.

### Other

1. Act as a personal tutor, supporting and mentoring students as appropriate.
2. Provide pastoral care to students, referring when necessary to services that provide further support.
3. Support marketing and student recruitment activities as required.
4. Develop external links in order, for example, to support student recruitment, secure student placements, facilitate outreach work, generate income or build relationships for future activities.
5. Be responsible for administrative duties in areas such as admissions, timetabling, examinations and assessment of progress and student attendance.
6. Contribute to effective cross College / University working.
7. Observe and implement University policies and procedures.

## **Person Specification**

### Essential Criteria

#### **Qualifications**

* Good Honours Degree in relevant subject discipline or equivalent
* Subject specific qualifications / knowledge
* BABCP, BACP, NCS, or UKCP accredited

#### **Experience**

* Experience of working within the school context and/or CAMHS
* Experience or knowledge of quality assurance and validation of HE modules / programmes
* Experience or knowledge of higher education and ability to use a range of delivery techniques to inspire and engage students
* Significant experience of own discipline to enable the development of new knowledge and understanding within the field
* Experience of research / enterprise activity
* Experience within an FE or HE environment
* Proven experience of working collaboratively with a range of stakeholders
* Proven experience of working with internal and external quality assurance and funding regulations

#### **Skills, knowledge and abilities**

* Up to date knowledge of CYP IAPT and its current challenges
* An appropriate level of digital capability and aptitude with practical experience of applications which aid student learning
* Ability to communicate complex and conceptual ideas to a range of groups
* Proficient in using IT to support own work and for application to technology-enhanced learning / teaching and research activities
* Excellent written and oral communication skills including networking and relationship building skills, both across the University and externally
* Able to demonstrate both independent self-management and team working
* Able to work with competing priorities and to tight deadlines
* Demonstrates competences, core behaviours and supplementary behaviours that support and promote the University’s core values
* Demonstrates professionalism in learning / teaching and the values of the UK Professional Standards Framework for HE
* A sound understanding of the current higher education environment and its implications for the student learning experience
* A sound understanding of the employability agenda and its relevance to learners and the curriculum
* A sound understanding of internationalisation and its relevance for learners and the curriculum
* Flexible to the needs of others
* Innovative and creative
* Committed to continual enhancement and a high-quality student experience
* Committed to a high-performance culture, fostering continuous improvement and driving quality

#### **Business requirements**

* Able to take a flexible approach to work
  + Travel between sites and occasionally overseas for research or teaching
  + Some evening and occasional weekend teaching
  + Attendance at Open Days, Graduation events etc.
  + A commitment to own professional development

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**Desirable Criteria**

**Qualifications**

* Master’s degree in relevant subject area
* Appropriate level of membership of a relevant professional body or working towards
* Postgraduate Certificate in Teaching and Learning in Higher Education

**Experience**

* Experience of Counselling and/or Cognitive Behaviour therapeutic training.
* Recent proven experience of delivering excellent and effective learning and teaching identified by peer review at undergraduate and postgraduate levels at a Higher Education provider
* Demonstrable experience of module and / or programme leadership
* Experience of developing innovative module/programme content and delivery methods
* Online and blended learning / teaching experience
* Demonstrable experience of successful curriculum development
* Developing national and international profile of research and scholarly activity
* Experience of successfully applying discipline to income generation activities, including consultancy, industry-based applied research and KTPs

**Skills, knowledge and abilities**

* Able to identify potential sources of funding
* A sound knowledge of the QAA Quality Code and HEFECE’s Operating Model for Quality Assurance

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)