

# Swydd Ddisgrifiad

# Prifysgol Wrecsam Wrexham University



<b>Cyfadran/Adran</b>	Cyfarwyddiaeth Gweithrediadau
<b>Adran</b>	Bywyd Myfyrwyr a Champws - Cymorth Myfyrwyr a Llesiant
<b>Teitl y Swydd</b>	Prif Ymarferydd ar gyfer Iechyd Meddwl
<b>Yn atebol i</b>	Pennaeth Cymorth Myfyrwyr a Llesiant
<b>Yn gyfrifol am</b>	Cynghorydd Iechyd Meddwl
<b>Gradd</b>	SAP1

## Prif Atebolrwydd

Fel gweithiwr iechyd meddwl proffesiynol gyda chofrestrriad priodol, bydd deiliad y swydd yn gyfrifol am reoli llwyth gwaith sylweddol o fewn yr adran Bywyd Myfyrwyr a Champws. Bydd y rôl hon yn gyfrifol am asesu, monitro, gweithredu, a gwerthuso ymyriadau priodol i fyfyrwyr sydd ag anghenion iechyd meddwl. Yn ogystal â hynny, bydd deiliad y swydd yn gyfrifol am sicrhau bod gofal a chymorth yn cael ei gydlynu â gwasanaethau eraill, yn fewnol ac yn allanol, i'r Brifysgol yn ôl yr angen.

Bydd angen i ddeiliad y swydd gynnig gwasanaeth cynhwysfawr i fyfyrwyr sy'n ceisio cymorth i reoli ystod o faterion a heriau seicolegol, gan gynnwys unigolion sy'n dioddef argyfwng neu ddirywiad yn eu hiechyd meddwl. Mae rheoli'r broses risg, a rhoi cymorth cychwynnol, cyflym ac effeithiol ar waith er mwyn osgoi argyfwng (risg o niwed, risg i fywyd etc) yn allweddol i'r swydd hon.

Bydd yr ymgeisydd llwyddiannus yn gweithio ochr yn ochr ag aelodau eraill o'r Tîm Bywyd Myfyrwyr a Champws i sicrhau bod myfyrwyr wedi'u cefnogi'n llawn er mwyn gwella eu dysg a llesiant.

Ar y cyd â thîm rheoli Bywyd Myfyrwyr a Champws, bydd deiliad y swydd hon hefyd yn ymgymryd â rôl arweiniol wrth roi'r Strategaeth Atal Hunanladdiad ar waith a chynnig data a fydd yn cefnogi gwelliannau o fewn meysydd sy'n peri pryder.

## Tasgau Allweddol

Arwain a rheoli'r broses rheoli risg o fewn bywyd myfyrwyr a champws, gyda chymorth ac arweiniad uwch gwnselydd, gan sicrhau bod unrhyw atgyfeiriadau o bryder yn cael eu hymdrin â nhw'n gyflym ac mewn modd effeithlon, er mwyn osgoi risg.

Cynnal asesiadau cychwynnol cadarn, gan bennu'r ymyriad, neu gyfuniad o ymyriadau, mwyaf priodol i fyfyrwyr a sicrhau bod yr holl wybodaeth yn cael ei chofnodi'n gywir ac yn ddiogel.

Cyflwyno cynllun cymorth iechyd i fyfyrwyr: gall hyn gynnwys deunydd hunangymorth, cyngor a chyfeirio, presgripsiynu cymdeithasol a chyfeirio at wasanaethau mewnol ac allanol.

Sefydlu cysylltiadau gwaith effeithiol gydag ystod eang o sefydliadau lleol a statudol a chefnogi rhwydweithiau o fewn Cyngor Bwrdeistref Sirol Wrecsam. Bod yn ymatebol i anghenion myfyrwyr, gan bennu'r hyn y gall asiantaethau allanol ei gynnig y tu hwnt i wasanaethau'r Brifysgol ac ysgogi ymgysylltiad cadarnhaol, a dylanwadu arno, i greu llwybrau cyfeirio.

Rheoli achosion brys a chymhleth gan weithredu yn y ffordd addas, yn unol â'r gweithdrefnau gwasanaeth a gytunwyd. Mynd i gyfarfodydd amlddisgyblaethol priodol a chyfweiliadau achos, a chyfrannu atynt. Cyfrannu at y broses ffit i astudio, a'i chefnogi, drwy fynd i gyfarfodydd panel yn absenoldeb y Rheolwr Cymorth Myfyrwyr.

Bod yn rhan o'r tîm diogelu yn y brifysgol a dirprwyo ar gyfer yr Arweinydd Diogelu Dynodedig ar gyfer Myfyrwyr yn ei absenoldeb.

Bod yn gyfarwydd â holl weithdrefnau, canllawiau a pholisïau statudol o fewn y maes cyfrifoldeb, yn y Brifysgol ac yn lleol, a sicrhau eu bod yn cael eu gweithredu, a chydymffurfio â'u cynnwys wrth geisio'r gofal gorau posibl i fyfyrwyr.

Gweithredu o safbwynt gwerthoedd cynhwysol sy'n hyrwyddo adferiad, ac yn cydnabod a pharchu amrywiaeth bob amser.

Cyfrannu at ddatblygiad systemau a gweithdrefnau cadarn i gefnogi gwaith yr adran a chynnal cofnodion cywir, gan sicrhau y glynir at reoli cyfrinachedd drwy'r amser a chydymffurfiaeth â GDPR.

Ar y cyd â'r Rheolwr Cymorth Myfyrwyr, sefydlu, gwerthuso a gwella dull sy'n seiliedig ar dystiolaeth o ddefnyddio data myfyrwyr ac adrodd i gynnig gwybodaeth reoli gadarn sy'n llywio gwelliannau gwasanaeth ac yn cyflwyno gwasanaeth cymorth rhagorol i fyfyrwyr.

Arwain y gwaith o hyrwyddo a chodi ymwybyddiaeth am iechyd meddwl ac arwain yr adran drwy rannu arbenigedd a gwybodaeth, a rhoi arweiniad i gydweithwyr ar draws cyfadrannau Academaidd a meysydd gwasanaeth Proffesiynol.

Cefnogi datblygiad cynllun Iechyd Meddwl a Llesiant y Brifysgol a'i roi ar waith, yn ogystal â Fframwaith Mentally Healthy Step Change, i ddatblygu dull prifysgol gyfan o fynd i'r afael ag Iechyd Meddwl a Llesiant.

Cynnig cymorth a gwybodaeth arbenigol mewn perthynas â'r Strategaeth Atal Hunanladdiad, ac ymgymryd â rôl arweiniol wrth gyflwyno'r cynllun gweithredu. Datblygu cydweithrediadau da gyda chydweithwyr y GIG lleol o fewn y Tîm Iechyd Meddwl Cymunedol a'r Cydlynnydd Rhanbarthol ar gyfer Atal Hunanladdiad a Hunan-niwed.

Bod yn gyfrifol am reoli llinell, hyfforddi a datblygu'r Cynghorydd Iechyd Meddwl a monitro perfformiad er mwyn sicrhau bod dangosyddion perfformiad allweddol hanfodol yn cael eu bodloni.

Cynnal datblygiad proffesiynol parhaus drwy ymgysylltu ag adolygiadau datblygiad Proffesiynol, Datblygiad Proffesiynol Parhaus a goruchwyliaeth glinigol.

## Nodweddion Arbennig

Gall fod angen cymorth gyda'r nos, ar benwythnosau neu'r tu hwnt i oriau swyddfa o bryd i'w gilydd. Oherwydd hynny, mae angen ymagwedd hyblyg tuag at oriau gwaith.

## Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a geir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb am hyrwyddo gofal cwsmer o ansawdd yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn rhai nodweddiadol; nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

## Adolygu

Mae hwn yn ddisgrifiad o'r swydd adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

**Teitl y Swydd:** Prif Ymarferydd ar gyfer Iechyd Meddwl

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

## Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Galluoedd	1.1	Arddangos sgiliau cyfathrebu rhagorol.	Ff/C	H
		1.2	Sgiliau hyfforddi a chyflwyno.	Ff/C	D
		1.3	Sgiliau trefnu a rheoli achosion rhagorol.	Ff/C	H
		1.4	Sgiliau rhwydweithio a meithrin partneriaethau effeithiol.	Ff/C	H
		1.5	Dealltwriaeth o ddiogelu a'i ddefnydd ar waith.	Ff/C	H
		1.6	Ymroddiad i gynnal a gweithio o fewn ffiniau cyfrinachedd cleient.	Ff/C	H
		1.7	Y gallu i weithio'n hyblyg mewn ymateb i argyfyngau iechyd meddwl neu sefyllfaoedd brys eraill, mae hyn yn cynnwys oriau gweithio hyblyg.	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	O leiaf dwy flynedd o brofiad o weithio ym maes Iechyd Meddwl ers cymhwyso.	Ff/C	H
		2.2	Profiad o asesu anawsterau iechyd meddwl, gan gynnwys asesu a rheoli risg gydag atgyfeiriad priodol ymlaen.	Ff/C	H
		2.3	Profiad o weithio â sylfaen eang o gleientiaid a gweithio ag ystod o	Ff/C	H

			faterion iechyd meddwl neu gymdeithasol.		
		2.4	Dealltwriaeth o'r heriau sy'n wynebu myfyrwyr Addysg Uwch ac empathi tuag atynt.	Ff/C	D
		2.5	Dealltwriaeth o ddiogelu a'i ddefnydd ar waith.	Ff/C	H
3	Addysg a Hyfforddiant	3.1	Gweithiwr proffesiynol iechyd meddwl sydd â chymhwyster proffesiynol ac wedi cofrestru neu achredu'n llawn gyda chorff proffesiynol (er enghraifft gweithiwr cymdeithasol neu therapydd galwedigaethol sy'n gofrestredig gyda'r HCPC, nyrs iechyd meddwl sy'n gofrestredig gyda'r NMC, neu seicotherapydd sy'n achrededig drwy BACP, UKCP neu BABCP).	A	H
		3.2	Arddangos sgiliau TG gyda'r gallu i ddefnyddio amrywiaeth o becynnau a chynhyrchu adroddiadau clir ynghyd â'r gallu i gyfathrebu â chleientiaid drwy alwadau ffôn neu fideo.	Ff/C	H
4	Profiad Perthnasol	4.1	Hanes blaenorol llwyddiannus o gynnwys ac ymgysylltu â myfyrwyr o ystod eang o gefndiroedd diwylliannol a chymdeithasol-economaidd.	Ff/C	H
		4.2	Y gallu i ddatblygu agwedd greadigol tuag at ddatrys problemau	Ff/C	H
		4.3	Profiad o weithio gyda chydweithwyr academiaidd i ddatblygu mentrau newydd.	Ff/C	H
		4.4	Profiad o addasu eich sgiliau i amgylchiadau newydd.	Ff/C	H
		4.5	Sgiliau rhyngpersonol a chyfathrebu effeithiol, yn ysgrifenedig ac ar lafar, wrth gyfathrebu â myfyrwyr a staff o gefndiroedd clinigol ac anghlinigol.	Ff/C	H
		4.6	Profiad helaeth o aml-ddisgyblaeth a gweithio ledled y tîm.	Ff/C	H

5	Gofynion Arbennig	5.1	Y gallu i gyfathrebu yn Gymraeg.	Ff/C	D
<b>Dyddiad Adolygu</b>					

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol



# Job Description

# Prifysgol Wreccsam Wrexham University



<b>Faculty/Department</b>	Operations Directorate
<b>Section</b>	Student and Campus Life - Student Support and Wellbeing
<b>Job Title</b>	Lead Practitioner for Mental Health
<b>Reports to</b>	Head of Student Support and Wellbeing
<b>Responsible for</b>	Mental Health Advisor
<b>Grade</b>	SAP1

## Principal Accountabilities

As a mental health professional with appropriate registration, the post holder will be responsible for the management of a significant caseload within Student and Campus Life. This role will be responsible for the assessment, monitoring, implementation, and evaluation of appropriate interventions to students with mental health needs. In addition, the post holder will be responsible for ensuring care and support is coordinated with other services, both internally and externally to the University as necessary.

The post holder will provide comprehensive triage for students seeking support in managing a range of psychological issues and challenges including those undergoing a crisis or deterioration in their mental health. Managing the risk process, initiating fast and effective support is put in place to avoid crisis (risk of harm, risk to life etc.) is key to the role.

The successful candidate will work alongside other members of the Student and Campus Life team to ensure that students are fully supported in order to enhance their learning and wellbeing.

In conjunction with the Student & Campus Life management team, the post holder will also take a lead role in the implementation of the Suicide Safer Strategy and provide data that will support improvements in areas of concern.



## Key Tasks

To lead and manage the risk management process within student and campus life, with support and guidance from the senior counsellor, ensuring any referrals of concern are dealt with quickly and efficiently to reduce risks.

Conduct robust initial assessments, determining the most appropriate intervention or set of interventions for students and ensure all information is recorded accurately and securely.

Provide students with a mental health support plan: this may include, self-help material, advice and signposting, social prescription and referral to internal and external services.

Establish effective working relationships with a wide range of statutory and local organisations and support networks within Wrexham County Borough Council. Be responsive to the students' needs, determine what external agencies can offer beyond the services at the university and influence and initiate positive engagement to create referral pathways.

Manage urgent and complex cases taking appropriate action, in line with the agreed service procedures. Attend and contribute to appropriate multi-disciplinary meetings and case reviews. Contribute and support the fitness to study process by attending panel meetings in the absence of the Student Support Manager.

To be part of the safeguarding team at the university and deputise for the Designated Safeguarding Lead for Students in their absence.

To be familiar with and ensure implementation of all University and local statutory policies, procedures, and guidelines within area of responsibility and comply with their contents in the pursuit of the highest quality student care.

Always operate from an inclusive values base which promotes recovery and recognises and respects diversity.

Contribute towards the development of robust systems and procedures to support the work of the department and maintain accurate records, ensuring confidentiality is maintained at all times and compliance with GDPR.

Working with the Student Support Manager, establish, evaluate, and enhance an evidence-based approach to the use of student data and reporting to provide robust management information which informs service improvements and delivers excellent student support provision.

Lead on Mental health promotions and awareness raising and guide the department by sharing expertise, information and giving guidance to colleagues across Academic faculties and Professional service areas.

Support the development and implementation of the University's Mental Health and Wellbeing plan and the Mentally Healthy Step Change Framework, to support a whole university approach to Mental Health and Wellbeing.

Provide support and expert knowledge related to the Suicide Safer Strategy and take a lead role in the delivery of the implementation plan. Develop good collaborations with local NHS colleagues within the Community Mental Health Team and the Regional Coordinator for Suicide and Self Harm Prevention.

Responsible for the line management, training, and development of the Mental Health Advisor and monitor performance to ensure the achievement of critical key performance indicators.

Maintain continuing professional development by engaging in Professional development reviews, CPD and clinical supervision.

## Special Features

Evenings, weekend or out of hours support may be required from time to time. A flexible approach to working hours is therefore required.

## General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

# Person Specification

**Job Title:** Lead Practitioner for Mental Health

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

<b>Selection Criteria</b>					
<b>Attributes</b>		<b>Item</b>	<b>Relevant Criteria</b>	<b>Identification Method</b>	<b>Rank</b>
1	Skills & Abilities	1.1	Demonstrate exemplary communication skills.	A/I	E
		1.2	Training and presentation skills.	A/I	D
		1.3	Strong organisational and case management skills.	A/I	E
		1.4	Effective networking and partnership building skills.	A/I	E
		1.5	Understanding of safeguarding and its application in practice.	A/I	E
		1.6	A commitment to maintaining and working within the boundaries of client confidentiality.	A/I	E
		1.7	Ability to work flexibly in response to mental health crises or other similar urgent situations, including flexible working hours.	A/I	E
2	General & Specialist Knowledge	2.1	At least two years post-qualification experience of working in the field of mental health.	A/I	E
		2.2	Experience in assessment of mental health difficulties, including assessment and management of risk with appropriate onwards referral.	A/I	E
		2.3	Experience of working with a broad client base and range of social or mental health presentations.	A/I	E
		2.4	An understanding of and empathy for the challenges faced by Higher education students.	A/I	D

		2.5	Understanding of safeguarding and its application in practice.	A/I	E
3	Education & Training	3.1	Professionally qualified mental health professional who is fully registered or accredited with a professional body (for example social worker or occupational therapist registered with HCPC, mental health nurse registered with NMC, or psychotherapist accredited by BACP, UKCP or BABCP).	A	E
		3.2	Demonstrable IT skills with the ability to use a variety of packages and produce clear reports along with the ability to communicate with client via telephone and video calls.	A/I	E
4	Relevant Experience	4.1	Successful track record of engaging and involving students from a diverse range of cultural and socio economic backgrounds.	A/I	E
		4.2	Ability to develop creative approaches to problem solving.	A/I	E
		4.3	Experience of working with academic colleagues to take forward new initiatives.	A/I	E
		4.4	Experience of adapting own skills to new circumstances.	A/I	E
		4.5	Effective interpersonal and communication skills, both written and verbal, in communicating to both students and staff from both clinical and non-clinical backgrounds.	A/I	E
		4.6	Significant experience of multi-disciplinary and cross-team working.	A/I	E
5	Special Requirements	5.1	Ability to communicate in Welsh.	A/I	D
<b>Date of Revision</b>					

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable

