



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Staff Counsellor

Department/Division: Student Wellbeing Service; Student Services; Academic Registrar's Division

Accountable to: Head of Counselling Service; Senior Staff Counsellor

Competency	Criteria	E/D
Knowledge and Experience	BACP Accreditation, UKCP Registration or equivalent registration with HPC/ BABCP/ BPS/ BPC as a Counsellor/ Psychotherapist/ Counselling Psychologist.	E
	Educated to degree level or equivalent.	D
	Have at least 4 years' post qualification counselling experience, working online and in-person.	E
	Extensive experience of providing counselling within an organisation offering short-term counselling, such as a Higher Education Institution, workplace counselling, or similar environment.	E
	In-depth knowledge of a broad range of models of counselling/psychotherapy.	E
	Experience of managing a significant and complex caseload with clients from diverse population groups, with an understanding of how systemic issues impact clients.	E
	Experience of developing and delivering psycho-educational workshops and trainings.	E
	Training and experience in facilitating groupwork such as therapeutic groups and reflective practice groups.	D



Communication	Excellent speaking and writing skills: ability to quickly understand complex information and convey it confidently and effectively to a variety of audiences.	E
	Confident and competent in the use of information technology in day-to-day work, including standard Microsoft Office applications.	E
	Ability to record and share information, handling confidential information appropriately within an institutional environment, and with due regard for the requirements of the Equality Act, General Data Protection Regulation, Freedom of Information, Health and Safety.	E
Teamwork and Motivation	Ability to work independently as well as part of a team, including managing own clinical caseload.	E
	Evidence of ability to bring own specialist skills and expertise to contribute to service delivery and team development across the institution.	E
Initiative and Problem Solving	Ability to use initiative and judgement to solve day-to-day issues and complex problems with flexibility, timeliness, and sensitivity.	E
	Capacity to work calmly and demonstrate personal resilience and flexibility under pressure.	E
Service Delivery	Highly developed assessment skills that take into account risk factors, suitability for counselling intervention and/or need for onward internal or external referral.	E
	Ability to work ethically and effectively with a range of client issues, adapt to the client's needs, including at-risk situations, and to demonstrate anti-discriminatory counselling practice.	E
Liaising and Networking	Ability to negotiate and work within appropriate professional boundaries and to manage potentially difficult or conflict situations with confidence.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.