



## 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:** Wellbeing Adviser

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

**Accountable to:** Wellbeing Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Academic or vocational qualifications (NVQ Level 4/5) and approximately two years' work experience in a relevant role, or further equivalent experience;	E
	Previous experience working with individuals experiencing mental health difficulties	D
	Knowledge of the Equality Act and other relevant legislation, including that relating to mental health	E
	Experience of working in with university students	D
	Experience of developing and delivering workshops and trainings	E
<b>Communication</b>	Excellent written and verbal communication skills and first class interpersonal skills, particularly active listening, and the ability to write clearly and concisely for various audiences.	E
	Ability to draft both standard template and bespoke communication to service users via email, web and social media.	E
<b>Teamwork and Motivation</b>	Evidence of working flexibly, within evolving teams.	E
	Ability to promote equality and diversity in working practices and to maintain positive working relationships with volunteers, staff and students.	E
	Ability to actively promote an inclusive and supportive environment	E



<b>Planning and Organising Resources</b>	Evidence of being able to plan and prioritise own work to deadline.	E
	Ability to maintain focus with multiple priorities and to re-prioritise as appropriate	E
<b>Initiative and Problem Solving</b>	Evidence of taking ownership of projects and problems and driving them to an appropriate resolution.	E
<b>Service Delivery</b>	Able to observe set policies and procedures and of using discretion and escalation where appropriate.	E
	Ability to pay appropriate attention to detail in documentation and recordkeeping	E
<b>Liaising and Networking</b>	Ability to effectively represent Student Wellbeing Services within a wider organisation at both formal and informal meetings and events.	E
	Commitment to equality and diversity and its practical implications	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.**