



School of Health and Medical Sciences

City St George's, University of London

Registry

Mental Health Advisor

Ref: 973-25

JOB DESCRIPTION

Post Title	Mental Health Advisor
Grade	Grade 6
Contract type	Fixed Term for 12 months, 0.5 FTE
Responsible to	Head of Counselling
Accountable to	Dean of Student Welfare and Support Academic Registrar
Liaises with	Student Union Consultant Psychiatrist Personal Tutors and Course Leads Networks e.g. Disability Academic Success Centre Student Life Centre City University MH Team

Overall purpose of job

With a proven track record as an experienced and currently accredited clinical mental health practitioner - in the field of mental health nursing, mental health, social work or similar – and strong skills of assessing clinical risk and delivering therapeutic support, you will be a key member of St George's School of Health and Medical Sciences Counselling Service. Your role will involve providing a range of clinical interventions to students, including those in high levels



of clinical risk and in crisis. Your role will involve a mix of duty for crisis and short notice appointments, being on a rota of staff for an open hour (drop-in service) and carrying a caseload of students for which you are responsible for coordinating. You will be responsible for carrying out mental health assessments and offering a range of brief therapeutic interventions for students, both preventative and responsive.

You will need to respond adaptively and effectively to a range of presentations and support students who may be experiencing anxiety, stress, difficulties relating to studies, relationship difficulties, and other concerns. You will have experience of the clinical assessment of risk, and be able to utilise these skills in a fast-paced environment where high levels of situational awareness are essential to ensure agility of response. The candidate will have strong skills and experience of delivering effective brief interventions, within a single session/visit model as well as short-term work using evidence-based interventions with those on your caseload.

A key part of this role will be collaborating with other key University services and academic departments/, making and receiving effective referrals to ensure that the support students receive from the wider University is properly coordinated. You will also follow up with internal and external stakeholders following serious student incidents, such as a student being hospitalised or an incidence of serious self-harm, to ensure such cases are properly coordinated across the University. Other teams will look to you for clear and effective guidance on how to respond effectively to complex cases. You will also be responsible for the delivery of and development of training for St George's School of Health and Medical Sciences staff members and stakeholders around responding to students in distress and assessing and managing risk, and appropriate signposting.

1. Main Duties and Responsibilities

- Provide mental health support, on an individual appointment basis, to students experiencing mental health issues – work that includes mental health triage, assessment, clinical therapeutic support (using evidence-based interventions), risk containment and relapse prevention planning, internal and external referral, and case follow up.
- Outside of student appointments, deliver effective follow-up work (for example, proactive case management, liaison with GP and other NHS services, referrals to other teams within the University or external organisations, etc as required).
- Establish and maintain effective relationships with external agencies, across the NHS and voluntary sectors, and act as a contact for the effective outward and inward referral of individual students to and from these agencies.
- Work as an effective member of the counselling team, consulting with, and advising, other practitioners within the team to provide joined-up and coherent support and build a strong and positive team culture.
- Manage internal referrals into other student support services, to ensure the support that individual students receive is properly coordinated. This will involve the post-holder participating in cross-University cases conferences and case review meetings, as required, to provide specialist advice about individual students (for example, following serious welfare incidents or to help the University assess, and act on risk). You may also be required to attend 'fitness to study' discussions which will involve you acting as an advocate for the student and offering support.
- Respond to cases in which a student needs to see a practitioner from the team urgently, and to urgent requests from colleagues who may be concerned about a student, by: conducting risk assessments in line with the service's crisis and risk assessment protocols, making effective referrals of urgent cases, and acting, at all times, in accordance with the University's policies and procedures.



- Maintain therapeutic boundaries and take proper account of the need for confidentiality at all times when working with students and when discussing cases with staff, but balancing this with a need to share appropriate information for the effective management of clinical risk and to support other services in their work with students with significant mental health difficulties.
- Work with individual students to guide a process of self-help, using self-help materials and tools, and assisting with the identification and development of such materials/ tools.
- Deliver training and workshops as required, across the University to ensure staff understand key mental health conditions and their impact on study, are familiar with the specialist support available to students, and are confident in knowing how and when to refer students into this support.
- Maintain accurate records in line with current legal and other University-level and departmental data requirements. The post-holder is expected to be self-sufficient in terms of general administration and will be using shared electronic case management systems and case-note folders.
- Establish and deliver psych-educational groups/workshops and/or new support interventions, such as online or self-help platforms, for students, if required.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	A relevant undergraduate degree or equivalent professional experience	E	PQ/AF
	Professional training and qualification(s) in mental health relating to mental health nursing, mental health social work or a similar professional context	E	SS1 , PQ/AF
	Current registration with a recognised professional body, such as the Nursing and Midwifery Council (NMC), Health and Care Professions Council (HCPC) or Social Work England (SWE)	E	PQ/AF
	Further professional qualification(s) in specific therapeutic interventions (e.g. CBT certificate/ low intensity IAPT training)	D	PQ/AF
Experience	Significant professional experience as a practitioner in the field of mental health practice (in a nursing, social services or similar setting) – including providing short-term focused individual therapeutic interventions and relapse prevention planning, understanding, medication prescribed for mental health conditions, and working with individuals with acute mental illness, diagnosed long-term mental health conditions and issues common to the client group of students	E	SS2 , INT
	Significant experience in the assessment and management of clinical risk	D	SS3 ,INT
	Knowledge of current mental health practice within the NHS and voluntary sectors and of relevant NHS and voluntary sector organisations – including knowing how and when to make effective referrals into these services	E	AF
	Clear understanding of the practical implications of relevant regulations and legislation (e.g., safeguarding, equalities	E	AF/ INT

	legislation) and the duty of care owed to students by the University		
	Working knowledge of the terminology and structures associated with universities and higher education, including the roles of university support services and key roles, such as academic tutors (or the ability to acquire this knowledge quickly)	E	AF/INT
	Experience of delivering therapeutic and/or psycho-educational workshops/groups or training courses	D	AF
	Experience of providing therapeutic mental health support on an open hour (drop-in) setting	D	AF/INT
	Experience of presenting cases and/or participating in internal or multi-agency case conferences	D	AF
	Experience of working with diverse communities and backgrounds, culturally competent	E	SS4 ,AF/INT
Knowledge/ Skills	Ability to work under pressure, including the ability to manage a busy caseload, meet deadlines, and tolerate high levels of client distress	E	AF/INT
	Ability to combine a commitment to adhering to professional and ethical principles/guidelines with a flexible approach to adopting new ways of working and learning new skills, as required by the changing needs of students, the service and the University	E	SS5 ,AF/INT
	High-level administrative and IT skills – including administrative self-sufficiency (e.g., using Outlook for diary management and key office software, such as Word, Excel, PowerPoint, databases, etc.)	E	AF/INT
Personal Attributes	Strong inter-personal skills, including a confident and dynamic approach to liaising with, and advising, key internal and external stakeholders.	E	AF/INT

	Flexibility and adaptability to the changing needs of the serviced	E	INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	AF/INT
	Committed to Continuing Professional Development (CPD)	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £42,882 pa, (pro-rated for part-time staff). The salary range for CSG 6 £42,882 – £49,559 and appointment is usually made at the minimum point.

Hours: 0.5 FTE (17.5 hours) which can be worked across the work and has to include Tuesdays. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: counselling@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **10th July 2025**

Interview date will be on Friday 18th July 2025. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **973-25**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

