

Professional Services

Job description

Post Title:	Student Mental Health Partnership Manager - Bristol
Grade:	G
Faculty/Service:	Library, Careers & Inclusivity
Accountable to:	Equality, Diversity & Inclusivity Projects Lead
Accountable for:	None
Post no:	R00762

Job purpose

UWE is leading a national project, funded by Office for Students, which will improve access to care for students through creating stronger partnerships between universities and local NHS services. The project is creating Regional Hubs in five cities, each developing an integrated approach between university support services and local mental health services, increasing quality and addressing barriers to accessing support. The Partnership Manager will oversee development and delivery of the Bristol Hub, building partnerships between UWE, University of Bristol, the Students' Unions and local NHS services. They will act as Project Manager for the Hub, co-ordinating meetings, ensuring delivery of agreed action plans, managing the project evaluation, providing project reports, and liaising with the other Regional Hubs.

Duties and responsibilities

1. To be responsible for the Bristol Student Mental Health Partnership Hub through the provision of specialist advice and policy development.
2. To lead the coordination of local action plans at a strategic and operational level.
3. To conduct and coordinate research associated with the project to ensure detailed evaluation is undertaken to inform future planning, actions and decisions e.g. best practice from the wider sector.
4. To carry out detailed assessment and analysis of complex issues and problems using specialist knowledge to identify appropriate solutions.
5. To contribute to city and university wide projects using specialist knowledge and/or lead short to medium term projects as established by the Bristol Higher Education and NHS Practice Liaison Forum.
6. To develop new policies and procedures in line with service strategy and plans
7. To contribute to service development using specialist knowledge.
8. To draft reports, prepare and deliver briefings, presentations and training as required.
9. To attend internal and external meetings to ensure that service issues are appropriately represented and reported.
10. To act as a senior member of staff, supporting the partnership team to meet its objectives and timescales as detailed in the local action plans, through the provision of training, development and coaching.
11. To comply with the University's equal opportunities policy, and use this role to promote equal opportunity wherever possible.

12. To take reasonable care of your own health and safety and comply with rules and guidance relating to health and safety matters.
13. Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder.

Person specification

Qualifications/Professional membership

Essential

1. Undergraduate degree or can demonstrate equivalent experience.
2. Evidence of CPD.
3. Professional qualification in mental health e.g. Nursing, Psychology, Social work, Occupational Therapy or can demonstrate equivalent experience
4. Registration with a professional health body

Knowledge/Skills/Experience

Essential

1. Experience of managing projects and building effective working relationships between stakeholders and project partners
2. Understands how to conduct research using appropriate research techniques and implementing new research methods
3. Is skilled in effectively analysing, interpreting and presenting research data to generate outcomes
4. Good organisational skills and can demonstrate broad based administrative experience in a professional or specialist service in a large complex organisation. E.g. Higher Education, NHS
5. Excellent IT skills with experience of email, MS Office including Word, PowerPoint, Excel to expert level.
6. Experience of work with complex data base systems and of extracting, analysing and interpreting data to produce reports and presenting information to others.

Desirable

1. Experience or knowledge of NHS mental health services

Key Competencies (these are necessary requirements for all roles at this grade level)

1. **Leadership and motivation**
Demonstrates integrity, fairness, equality and consistency when working with colleagues in a team. Provides guidance, constructive feedback and support to motivate colleagues.
2. **Planning and organising to achieve results**
Is able to plan and co-ordinate work appropriately to make the best use of resources and to achieve targets. Communicates and monitors achievement against plans.
3. **Commercial awareness**
Identifies innovative ways in which quality of service can be improved and ideas for reducing costs and for efficiency improvements.
4. **Delivering excellent service**
Delivers excellent customer service, suggests improvements, and solves customer problems.

5. **Continuous improvement, innovation and change**
Has a 'can do' attitude and fosters this amongst colleagues/team members. Respond positively to changing situations.
6. **Communicating and influencing**
Has highly effective communication skills. Establishes positive and effective working relationships by meeting regularly with colleagues, encouraging feedback, and through setting up effective networks across the Department/University.
7. **The ability to develop yourself and others**
Demonstrates active management of personal and professional development. Is able to develop and coach others to possess necessary knowledge, skills and experience to reach their full potential.
8. **Teamwork and collaboration**
Encourages the team to understand the needs of others and the part they play in the University as a whole. Ensures integration and co-operation between teams and the sharing of knowledge and good practice.

Special conditions

N/A

Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

Risk 1	Risk 2	Risk 3	Risk 4	Risk 5
DSE / VDU User	Choose an item.	Choose an item.	Choose an item.	Choose an item.