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| **Position Title** | Head, Counselling and Wellbeing |
| **Group/Portfolio** | DVC (Education) - Student Health, Counselling & Wellbeing |
| **Classification** | HEW 10 |
| **Position Number** | 00042763 |
| **Reports To** | Director, Student Health, Counselling & Wellbeing |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

The Head, Counselling and Wellbeing will be responsible for coordinating and providing leadership to a professional team providing quality personal, academic and general counselling and wellbeing services (including on-line and other e-services), and personal development programs, to students and staff at all campuses (including online) of the University.

The Head, Counselling and Wellbeing will provide line management to administrative staff working in Student Health, Counselling & Wellbeing on the Brisbane, Logan and Gold Coast campuses.

## Eligibility Requirements

* Postgraduate qualifications or equivalent in relevant area (psychology, social work, counselling) and extensive relevant experience
* Registration, or eligibility for registration, with an appropriate professional association

## 3.0 Key Responsibilities

* Coordinate the provision of services by staff of Student Health, Counselling & Wellbeing, by interns on placement or by external providers; and provide leadership to the counsellors in areas such as
* practice standards, caseload management, policy development, quality assurance, measurement of outcomes, research and publication, professional development, and case management.
* Identify strategic initiatives at the University and element level which contribute to an effective and inclusive learning environment for students, and implement practices within Counselling and Wellbeing, and more broadly, which contribute to the University’s strategic objectives in this area.
* Represent Counselling and Wellbeing within Student Health, Counselling & Wellbeing, the University and in the community.
* Provide advice to relevant senior officers regarding the provision of quality counselling and wellbeing services (including e-services), and personal development programs, to students and staff.
* Take a strategic role in the University’s Student Mental Health Strategy, including supervision of clinical response to presenting concerns, and advice to senior management regarding appropriate capacity building, campus campaigns, and development of resources and collateral in support of this work.
* Participate to an appropriate level in planning, review, reflective and constructive evaluation, research and development activities of the work group, and of Student Health, Counselling & Wellbeing generally, and contribute to quality assurance activities and routine as well as issue specific reporting.
* Perform such other duties as may be required by the Director, Student Health, Counselling & Wellbeing or the Registrar which are consistent with the position and the needs of Student Health, Counselling & Wellbeing.
* Maintain and enhance skills related to the position, and in particular in relation to contemporary delivery of support and development services and programs, through appropriate training, professional development, peer review, supervision, etc.
  + - Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).