

# Swydd Ddisgrifiad

PRIFYSGOL  
glyndŵr  
Wrecsam

Wrexham  
glyndŵr  
UNIVERSITY

<b>Cyfadrn/Cyfarwyddiaeth</b>	Cyfarwyddiaeth Gweithrediadau
<b>Adran</b>	Bywyd Myfyrwyr a Champws: Cymorth i Fyfirwyr
<b>Teitl y Swydd</b>	Cynghorydd Iechyd Meddwl
<b>Yn atebol i</b>	Prif Ymarferydd ar gyfer Iechyd Meddwl
<b>Gradd</b>	O&A5

## Prif Atebolrwydd

Fel gweithiwr iechyd meddwl proffesiynol gyda chofrestrriad priodol, bydd deiliad y swydd yn rheoli llwyth gwaith o fyfirwyr sydd ag anghenion iechyd meddwl sylweddol ac aciwt o fewn yr adran Bywyd Myfyrwyr a Champws yn annibynnol.

Prif Gyfrifoldeb y swydd yw cynnig gwasanaeth cymorth ac atgyfeiriad i holl fyfirwyr y Brifysgol mewn cysylltiad ag ystod o wasanaethau iechyd meddwl, gan sicrhau cyfraddau cadw myfyrwyr, ehangu cyfranogiad, cyflawniad academaidd, cyfranogiad academaidd a dilyniant.

Bydd deiliad y swydd yn cynnig gwasanaeth i fyfirwyr sy'n ceisio cymorth i reoli ystod o faterion seicolegol. Bydd hyn yn cynnwys sefyllfaoedd fel rheoli argyfwng neu ddirywiad yn eu hiechyd meddwl. Bydd yr ymgeisydd llwyddiannus yn cymryd rhan yn y broses o reoli risg, gan roi cymorth cychwynnol, cyflym ac effeithiol ar waith er mwyn osgoi argyfwng (risg o niwed, risg i fywyd etc)

## Tasgau Allweddol

Cynnig cyngor rheng flaen ac asesu anghenion myfyrwyr a darpar fyfirwyr sy'n profi anawsterau iechyd meddwl, gan wneud atgyfeiriadau addas ac amserol fel y gallant ymgysylltu'n llwyddiannus â'u hastudiaethau a phrofiad ehangach myfyrwyr.

Ar y cyd â'r Prif Ymarferydd ar gyfer Iechyd Meddwl, trefnu a blaenoriaethu argaeledd ar gyfer apwyntiadau myfyrwyr, sesiynau galw heibio a gweithdai, gan sicrhau bod lefel gwasanaeth priodol yn cael ei chynnal bob amser.

Yn ôl cyfarwyddyd y Prif Ymarferydd ar gyfer Iechyd Meddwl, rheoli llwyth achosion o fyfirwyr sydd ag anghenion iechyd meddwl cymhleth/sylweddol, sydd angen cyngor, arweiniad a chymorth cychwynnol ar faterion iechyd meddwl; cynnal asesiadau cychwynnol er mwyn pennu mecanweithiau cymorth priodol, a chadw nodiadau achos cywir a manwl ar gyswllt a chymorth.

Bod yn bwynt cyswllt yn absenoldeb y Prif Ymarferydd ar gyfer Iechyd Meddwl ac arwain ar unrhyw sefyllfaoedd sy'n ymwneud ag iechyd meddwl neu risg brys sy'n codi.

Gweithio'n agos ar draws y gwasanaethau o fewn y Gyfarwyddiaeth Bywyd Myfyrwyr a Champws i sicrhau bod myfyrwyr sydd â materion iechyd meddwl yn cael darpariaeth ddi-dor, sy'n dechrau o'r cam ymholi cychwynol lle bo angen, a'r cymorth mwyaf priodol, gan gynnwys atgyfeirio allanol fel y bo'n briodol.

Ar y cyd â'r Prif Ymarferydd ar gyfer Iechyd Meddwl, cynnal cysylltiadau a helpu i hyrwyddo gwasanaethau asiantaethau iechyd meddwl allanol a gwasanaethau statudol fel bod gan fyfyrwyr amlygrwydd a hygyrchedd i'r gwasanaethau cymorth hyn, yn enwedig y tu allan i oriau ac mewn argyfwng.

Rhoi cyngor a hyfforddiant i gydweithwyr yn y Parth Cyngor (gan gynnwys Cysylltwyr Myfyrwyr a Chaplaniaid Gwirfoddol) ar yr ystod o wasanaethau sydd ar gael a sut i gyfeirio a chefnogi myfyrwyr fel y gallant wella a datblygu eu rôl fugeiliol gyda myfyrwyr. Cyflwyno hyfforddiant i staff ar feysydd penodol yn ôl yr angen er mwyn uchafu cymorth i staff ar faterion iechyd meddwl.

Cysylltu â Chynghorwyr Undeb y Myfyrwyr ar faterion sy'n ymwneud ag iechyd meddwl a chymryd rhan a chefnogi digwyddiadau neu fentrau ar y cyd sy'n codi ymwybyddiaeth o iechyd meddwl a'r gwasanaethau cymorth sydd ar gael i fyfyrwyr.

Chwarae rhan weithredol yn y gwaith o hyrwyddo'r Gwasanaeth Iechyd Meddwl i fyfyrwyr drwy gynnig sgysiau i fyfyrwyr a grwpiau o staff a chynrychioli'r adran mewn digwyddiadau prifysgol fel diwrnodau agored, sesiynau cynefino etc.

Datblygu cynlluniau trin myfyrwyr yn ôl yr angen er mwyn cefnogi adferiad iechyd meddwl a llesiant emosiynol y myfyrwr.

Gweithio gyda chydweithwyr, gan gyfrannu at ddatblygiad polisiau, gweithdrefnau a phrotocolau er mwyn cefnogi myfyrwyr sydd ag anghenion iechyd meddwl. Bod â dealltwriaeth dda o'r Strategaeth Atal Hunanladdiad, a chymryd rôl mewn tasgau sy'n ymwneud â rhoi'r strategaeth hon ar waith.

Helpu i ddatblygu a chyflwyno canllawiau a deunyddiau gwybodaeth ar gyfer myfyrwyr, ar-lein ac ar y campws.

Ar y cyd â'r Prif Ymarferydd ar gyfer Iechyd Meddwl, cadw cofnodion cyfrinachol cywir a chyfredol o gymorth, cynnal cronfeydd data a thaenlenni am gymorth myfyrwyr unigol a ddarperir a gallu cyflwyno ystadegau ac adroddiadau i lywio'r broses o wneud penderfyniadau a datblygu gwasanaethau, er mwyn rhagweld tueddiadau, a sicrhau'r effeithlonrwydd a'r parhad mwyaf posibl mewn gwasanaethau. Sicrhau bod nodiadau achosion, cofnodion ac asesiadau yn cael eu diweddarau bob wythnos a'u bod yn cael eu cadw yn unol â phrotocol y Brifysgol.

Ymgymryd â hyfforddiant rheolaidd a datblygiad proffesiynol parhaus er mwyn cadw ar flaen newidiadau, datblygiadau ac arfer gorau yn y maes iechyd meddwl.

Hwyluso a chyflwyno ymgyrchoedd cymorth iechyd meddwl a sesiynau ymwybyddiaeth i fyfyrwyr er mwyn eu helpu i sylweddoli eu potensial yn ystod eu cyfnod yn y brifysgol, gan hyrwyddo gwytnwch a chynnal iechyd meddwl cadarnhaol.

Ymgymryd â phrosesau rheoli risg yn unol ag arfer gorau ar gyfer iechyd meddwl ledled y Brifysgol. Mae hyn yn cynnwys mynd i gyfarfodydd rheoli risg, adnabod myfyrwyr sydd mewn perygl o niwed a sicrhau bod unrhyw fyfyrwr sy'n arddangos risg yn cael eu cefnogi'n gyflym ac

yn effeithlon er mwyn lleihau'r risg. Cysylltu â'r arweinydd diogelwch er mwyn sicrhau bod camau cywir wedi'u cymryd a sicrhau bod y rhain yn cael eu cofnodi'n gywir ac yn brydlon. Ymgymryd â rôl wythnosol yn y Rota Ddyletswydd rhwng 8.30am a 5pm, sy'n ymateb i fyfyrwyr mewn argyfwng neu i gefnogi myfyrwyr sydd ag anghenion cymorth brys. Yn ogystal â'r swyddogaeth hon, cefnogi'r tîm i reoli argyfwng/dyletswydd ychwanegol pan fo angen.

Cwblhau'r atgyfeiriadau angenrheidiol ar gyfer myfyrwyr sydd â materion iechyd meddwl, cynnig cyngor, cymorth a thechnegau datrys problemau ar gyfer cydweithwyr sy'n gweithio gyda myfyrwyr sy'n profi anawsterau iechyd meddwl, gan gynnal a datblygu cysylltiadau atgyfeirio a chyfeirio priodol, yn fewnol ac yn allanol.

Cyflawni dyletswyddau gweinyddol ychwanegol ar gyfer myfyrwyr mewn argyfwng, fel arwain y gwaith o adrodd pryderon i bractisau meddyg teulu a Gwasanaethau Iechyd Meddwl y GIG.

Cydweithio â gwirfoddolwyr ac aelodau eraill o staff o fewn y Gyfarwyddiaeth Bywyd Myfyrwyr a Champws er mwyn sicrhau bod myfyrwyr yn cael eu hatgyfeirio'n gyflym ac yn effeithlon, a bod safonau gwasanaeth uchel yn cael eu cyflawni, ac i ymgysylltu â datblygiadau a mentrau gwella gwasanaethau.

## **Nodweddion Arbennig**

Gall fod angen cymorth gyda'r nos, ar benwythnosau neu'r tu hwnt i oriau swyddfa o bryd i'w gilydd. Felly mae angen agwedd hyblyg at oriau gwaith.

## **Amrywiol**

Ymddwyn mewn modd proffesiynol bob amser a chynnal cyfrinachedd gwybodaeth.

Cynnal ymwybyddiaeth briodol o bolisiâu a gweithdrefnau'r Brifysgol a gweithio'n effeithiol oddi fewn iddynt, gan gymryd rhan mewn prosesau priodol h.y. Adolygiad Datblygu Perfformiad, datblygiad proffesiynol parhaus.

Ymddwyn mewn modd sy'n cefnogi Polisi Iechyd, Diogelwch a'r Amgylchedd y Brifysgol drwy weithio'n ddiogel a dilyn y gweithdrefnau a'r codau ymarfer sydd wedi'u creu i'ch diogelu chi ac eraill.

Glynu at bolisi Cydraddoldeb ac Amrywiaeth y Brifysgol i staff a myfyrwyr a gweithredu yn unol â Deddf Cydraddoldeb 2010

Parodrwydd i gymryd cyfrifoldeb fel sy'n briodol

Cyflawni dyletswyddau eraill yn achlysurol nad ydynt wedi'u cynnwys uchod ond a fydd yn cyd-fynd â'r rôl a'r radd

## **Adolygu**

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y

swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol lle bo angen,  
mewn ymgynghoriad â deiliad y swydd

# Manyleb Person

## Cynghorydd Myfyrwyr (Iechyd Meddwl)

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Er mwyn cyrraedd y rhestr fer, rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chyn nifer o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer drwy ddefnyddio'r meini prawf dymunol.

### Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Arddangos sgiliau cyfathrebu rhagorol gan ddefnyddio amrywiaeth o ddulliau, ar lafar ac yn ysgrifenedig	Ff/C	H
		1.2	Sgiliau trefnu a chynllunio cryf gyda'r gallu i gychwyn ar lwyth gwaith a hunangyfeirio yn ôl blaenoriaethau.	Ff/C	H
		1.3	Yn gallu nodi pa ymyriadau sydd eu hangen ar unigolyn yn ddibynnol ar ei broblemau.	Ff/C	H
		1.4	Yn gallu meithrin perthynas empathetig gyda myfyrwyr wrth feithrin a chynnal cysylltiadau gwaith gyda sefydliadau allanol sy'n cynnig gwasanaethau cymorth.	Ff/C	H
		1.6	Yn gallu i reoli llwyth achos o gleientiaid wrth gydbwysu gofynion proffesiynol amgylchedd prifysgol prysur.	Ff/C	H
		1.7	Sgiliau TG rhagorol, gan gynnwys Pecyn Microsoft Office, Teams a SharePoint.	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	O leiaf dwy flynedd o brofiad yn gweithio ym maes iechyd meddwl ar ôl cymhwyso	Ff/C	H
		2.2	Profiad o asesu anawsterau iechyd meddwl, gan gynnwys asesu a rheoli risgiau, gan atgyfeirio ymlaen yn briodol.	Ff/C	H

## Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
		2.3	Dealltwriaeth o'r heriau sy'n wynebu myfyrwyr Addysg Uwch ac empathi tuag atynt	Ff/C	D
3	Addysg a Hyfforddiant	3.1	Arbenigwr iechyd meddwl sydd wedi cymhwyso'n broffesiynol ac wedi cofrestru neu achredu'n llawn gyda chorff proffesiynol (er enghraifft gweithiwr cymdeithasol neu therapydd galwedigaethol sy'n gofrestredig gyda'r HCPC, nyrs iechyd meddwl sy'n gofrestredig gyda'r NMC, neu seicotherapydd sy'n achrededig drwy BACP, UKCP neu BABCP)	Ff/C/T	H
		3.2	Tystiolaeth o hyfforddiant a datblygiad proffesiynol parhaus.	Ff	H
		3.3	Sgiliau Gweinyddu Rhagorol a gwybodaeth ymarferol o gymwysiadau Microsoft Office.	Ff	H
		3.4	Hyfforddiant mewn dulliau therapiwtig er mwyn cefnogi anghenion iechyd meddwl fel CBT, DBT ac eraill.	Ff	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn amgylchedd cymorth neu gyngor ac arweiniad i gwsmeriaid	Ff/C	H
		4.2	Dealltwriaeth amlwg o gyfrinachedd, diogelu data a deddfwriaeth cydraddoldeb/amrywiaeth	Ff/C	H
		4.3	Profiad o gydweithio gydag ystod eang o randdeiliaid ar bob lefel.	Ff/C	H
		4.4	Profiad o drefnu digwyddiadau, ymgyrchoedd, a mentrau i godi ymwybyddiaeth ac ymgysylltu.	Ff/C	D
		4.5	Profiad amlwg o gefnogi pobl yn hyderus, gan aros yn ddigynnwrf dan bwysau	Ff/C	H

## Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
		4.6	Profiad o reoli argyfwng/risg a gwaith atal hunanladdiad er mwyn diogelu myfyrwyr	Ff/C	H
5	Gofynion Arbennig	5.1	Y gallu i gyfathrebu yn Gymraeg	Ff	D
		5.2	Y gallu i weithio o ystod o leoliadau a champysau'r Brifysgol.	Ff/C	H

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol

# Job Description



<b>Faculty/Directorate</b>	Operations Directorate
<b>Section</b>	Student and Campus Life: Student Support
<b>Job Title</b>	Mental Health Advisor
<b>Reports To</b>	Lead Practitioner for Mental Health
<b>Grade</b>	O&A5

## Principal Accountabilities

As a mental health professional with appropriate registration, the post holder will independently manage of a caseload of students with significant and acute mental health needs within Student and Campus Life.

The Principal Accountability of the role is to offer mental health support and referral service to all University students on a range of mental health services, thus ensuring student retention, widening participation, academic achievement, academic participation, and progression.

The post holder will provide triage for students seeking support in managing a range of psychological issues. This will include situations such as crisis management or deterioration in their mental health. The successful candidate will participate in the risk management process, initiating fast and effective support is put in place to avoid crisis ( risk of harm, risk to life etc.)

## Key Tasks

Provide front line advice and assess the needs of students and prospective students experiencing mental health difficulties, making suitable and timely referrals so they can engage successfully with their studies and the broader student experience.

In conjunction with the Lead Practitioner for Mental Health, organise and prioritise availability for student appointments, drop-in sessions, and workshops, ensuring an appropriate service level is always maintained.

As directed by the Lead Practitioner for Mental Health, manage a caseload of students with complex/significant mental health needs who require initial advice, guidance, and support on mental health; conduct initial assessments to determine appropriate support mechanisms, and keep accurate and detailed case notes on contact and support.



To be the point of contact in the absence of the Lead Practitioner for Mental Health and lead on any urgent risk or mental health based situations that arise.

Work closely across the services within the Student and Campus Life Directorate to ensure students with mental health issues receive seamless provision starting from initial enquiry stage where necessary, and the most appropriate support, including external referral as appropriate.

In conjunction with the Lead Practitioner for Mental Health, maintain links and help promote the services of external mental health agencies and statutory services so that students have visibility and accessibility to these support services, particularly out of hours and in the case of emergency.

Provide advice and training to colleagues in the Advice Zone (including Student Connectors and Volunteer Chaplains) on the range of services available and how to signpost and support students so they can improve and develop their pastoral role with students. Deliver staff training on identified areas as required to maximise staff support for student mental health issues.

Liaise with the Students' Union Advisors on matters relating to mental health and participate and support joint events or initiatives that raise awareness of mental health and support services available to students.

Play an active role in the promotion of the Mental Health Service to students by providing talks to students and staff groups and representing the department in university events such as open days, induction etc.

Develop student treatment plans as required to support the student's mental health recovery and emotional wellbeing.

Working with colleagues, contribute on the development of policies, procedures, and protocols for supporting students with mental health needs. To have a good understanding of the Suicide Safer Strategy and take a role in tasks relating to the implementation of this strategy.

Assist in the development and delivery of guidance and information materials for students both on campus and online.

In conjunction with the Lead Practitioner for Mental Health, keep accurate and up-to-date confidential records of support, maintain databases and spreadsheets about individual students' support provided and be able to provide statistics and reports to inform decision making and service development, to anticipate trends, and maximise service efficiency and continuity. Ensure case notes, records and assessments are up to date on a weekly basis and secured in line with University protocol.

Undertake regular training and continuing professional development to keep abreast of changes, developments, and best practice in the field of mental health.

Facilitate and deliver mental health support campaigns and awareness sessions to students to help them realise their potential during their time at university, promoting resilience and maintenance of positive mental health.

To participate in the risk management processes in line with best practice for mental health across the University. This includes attending risk management meetings, identifying students at risk of harm and ensuring any students presenting with risk are supported quickly and efficiently to mitigate risk. Liaising with safeguarding lead to ensure correct actions have been taken and ensure these are recorded securely and promptly. Taking a weekly role in the Duty Rota between 8.30am and 5pm which responds to students in crisis or supports students with urgent support

needs. In addition to this function, to support the team with crisis management/duty additionally when required.

To complete necessary referrals for students presenting with mental health issues, providing advice, support and problem-solving techniques for colleagues working with students who are experiencing mental health difficulties, maintaining, and developing appropriate referral and signposting relationships, both internally and externally.

To complete additional admin duties for students in crisis, such as leading on reporting concerns to GP practices and NHS Mental Health Services.

Collaborate with other staff and volunteers within the Student and Campus Life Directorate to ensure students are signposted quickly and efficiently, that high service standards are achieved and to engage with service developments and improvements initiatives.

### **Special Features**

Evenings, weekend or out of hours support may be required from time to time. A flexible approach to working hours is therefore required.

### **Miscellaneous**

To act in a professional manner at all times and maintain confidentiality of information.

Maintain appropriate awareness of and work effectively within the University's policies and procedures, participating in appropriate processes, i.e. Performance Development Review, continuing professional development.

Act in support of the University's Health, Safety and Environment policy by working safely and following the procedures and codes of practice derived to protect you and others.

Adhere to the University's Equality and Diversity policy for staff and students and operate in accordance with the Equality Act 2010

Willingness to take responsibility where necessary

Perform other duties occasionally which are not included above but will be consistent with the role and grade

### **Review**

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder

# Person Specification

## Student Advisor (Mental Health)



In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Demonstrate excellent verbal and written communication skills using a variety of methods	A/I	E
		1.2	Strong organisation and planning skills with ability to initiate and self-direct workload according to priorities.	A/I	E
		1.3	Able to identify what interventions a person requires depending on their presenting issues.	A/I	E
		1.4	Able to build an empathetic relationship with students alongside building and maintaining connections and working relationships with external organisations that deliver support services.	A/I	E
		1.6	Able to manage a caseload of clients whilst balancing the professional requirements of a busy university environment.	A/I	E
		1.7	Excellent IT skills, including the Microsoft Office Suite, Teams and SharePoint.	A/I	E
2	General & Specialist Knowledge	2.1	At least two years post-qualification experience of working in the field of mental health.	A/I	E
		2.2	Experience in assessment of mental health difficulties, including assessment and management of risk with appropriate onwards referral.	A/I	E

## Selection Criteria

Attributes		Item	Relevant Criteria	Identification Method	Rank
		2.3	An understanding of and an empathy for the challenges faced by Higher Education students	A/I	D
3	Education & Training	3.1	Professionally qualified mental health professional who is fully registered or accredited with a professional body (for example social worker or occupational therapist registered with HCPC, mental health nurse registered with NMC, or psychotherapist accredited by BACP, UKCP or BABCP)	A/I/C	E
		3.2	Evidence of training and continuous professional development.	A	E
		3.3	Excellent Administration skills and good working knowledge of Microsoft Office applications.	A	E
		3.4	Training in therapeutic approaches to support mental health needs such as CBT, DBT and others.	A	D
4	Relevant Experience	4.1	Experience of working within a customer support or advice and guidance environment	A/I	E
		4.2	Demonstrable understanding of confidentiality, data protection and equality/diversity legislation	A/I	E
		4.3	Experience of collaborating with a wide range of stakeholders at all levels.	A/I	E
		4.4	Experience of arranging events, campaigns, and initiatives to raise awareness and engagement.	A/I	D
		4.5	Demonstrable experience of supporting people with confidence, staying calm under pressure	A/I	E
		4.6	Experience of crisis/risk management and suicide prevention work to safeguard students	A/I	E

## Selection Criteria

Attributes		Item	Relevant Criteria	Identification Method	Rank
5	Special Requirements	5.1	Ability to communicate in Welsh	A	D
		5.2	Ability to work from a range of University campuses and locations.	A/I	E

<b>Key</b>	<b>Identification Method</b>	<b>A</b>	Application Form
		<b>I</b>	Interview
		<b>T</b>	Test
		<b>C</b>	Copy of Certificates
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable