

Job Description

Position:	Suicide Prevention and Response Strategy Implementation Officer
School/Service:	Student Services and Experience
Reference:	SSE-081/P
Grade:	Grade 5
Status:	Fixed-term (2 years)
Hours:	Full Time
Reporting to:	Senior Wellbeing Coordinator

Main Function of the Post:

To support the delivery of the strategic aims as set out in the University of Bolton Suicide Prevention and Response Strategy 2021 – 2026.

The Project Officer will support the Senior Wellbeing Coordinator with the development and implementation of the 5-year strategy, building long-term plans to enhance the student experience and address potential risks associated by the death of a student.

Engaging with stakeholders throughout the strategies life to establish support for the strategy and its implementation. The Strategic Implementation Officer will be responsible for optimisation of the strategic aims, their evaluation and for interrogation of new and transformational initiatives that reduce risks amongst the student community.

Principle duties and Responsibilities:

- Putting projects into action; with specific focus on at risk students (male students, BAME students, mature students and students who identify as LGBTQ+).
- Data collection & evaluation, to ensure the strategy remains aligned to the needs of students.
- Project Planning and Reporting, including reporting on progress to date, dissemination of key developments and milestones to internal and external stakeholders including students.
- Student, Staff and Stakeholder engagement and consultation including setting up student focus groups and obtaining student feedback.
- To use project management tools to plan, monitor and evaluate progress as projects develop and to report to senior colleagues and the end users on the developments throughout the journey.

- Working with the Senior Wellbeing Coordinator and in accordance with the Suicide Prevention and Response Strategy action plan the post holder will be required to utilise project management tools to track the progress of each of the strategies aims from start to completion.
- Proactively lead on the development of projects and feedback on actions arising, project decisions, actions to be taken, risks and benefits.
- Work with external stakeholders on the implementation of the strategy whilst developing new relationships with appropriate organisations that can support the development of the Student Mental Health and Wellbeing services at the University.
- Proactively lead on specific projects associated with or contained within the Suicide Prevention and Response Strategy under the guidance of the Senior Wellbeing Coordinator.
- To develop themselves personally and professionally and keep abreast with developments in relevant policies, procedures and legislation relevant to student mental health and wellbeing.
- Document developments and disseminate information to all appropriate stakeholders, this could include producing student facing materials, delivery of presentations to senior colleagues and other awareness raising activities.
- Seek feedback from service users in relation to new and future developments. Obtain and use qualitative and quantitative data to enhance service delivery and assess if the service is meeting the needs of the students.
- Conduct student consultation where required in relation to planned developments.
- Deliver training on any new initiative to colleagues across the university and external stakeholders.
- Ensure that appropriate metrics are in place to measure the performance and progress towards strategic goals.
- Evaluate the effectiveness of any changes implemented.
- Attend and participate in work related training and attend staff development activities, which may take place off campus and include an overnight stay.
- Support colleagues in the delivery of workshops and events that are aligned to the strategy and obtain and analyse feedback form participants.
- Make recommendations based on data and feedback on future developments.
- To be flexible in their role and to be prepared to change responsibilities in accordance with changing operational requirements and undertake other duties / activities assigned by management. This could include supporting with other projects that enhance service delivery and streamline existing practices.
- Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder. Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position:	Suicide Prevention and Response Strategy Implementation Officer	Reference:	SSE-081/P
School/Service	Student Services and Experience	Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	GCSE grade C or equivalent in English and Mathematics	1	Application form
1 b)	Educated to degree level	1	Application form
1 C)	A qualification in health, mental health or social work or equivalent level experience working in services that provide health and/or wellbeing information, advice and guidance.	2	Application form
2	Skills / Knowledge		
2 a)	Excellent IT and problem-solving skills and ability to diagnose and resolve problems	1	Application form / Interview / Assessment
2 b)	Good verbal and written communication – able to give clear instructions and request information using different communication channels	1	Application form / Interview / Assessment
2 c)	Experience of project management tools	1	Application form / Interview / Assessment
2 d)	Strong organisational skills and an ability to work on multiple projects simultaneously	1	Application form / Interview / Assessment
2 e)	Awareness of mental health and wellbeing issues associated with young people and adults	1	Application form / Interview
2 f)	Awareness or experience of supporting individuals in distress or who may be expressing suicidal ideations	1	Application form / Interview
2 g)	Knowledge of the prevalence of suicide amongst young people and adults alongside actions and initiatives to reduce risk	1	Application form / Interview
3	Experience		
3 a)	Credible experience project management and the development and implementation of new initiatives	1	Application form/Assessment
3 b)	Previous experience of working within higher education in a student support role	2	Application form
3 c)	Experience of delivering staff development and or training	1	Application form
3 d)	Credible experience of documenting Standard Operating Procedures, processes and manuals.	1	Application form
3 e)	Strong administrative skills and credible experience of undertaking complex administrative processes.	1	Application form

3 f) Ability to analyse and present large volumes of data.	1	Application form
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Criteria			
4 Personal Qualities			
4 a)	Able to set goals and routinely prioritise own work	1	Application form / Interview
4 b)	Highly organised, systematic and pays attention to detail	1	Application form / Interview
4 c)	Flexibility in working practices to accommodate the needs of the service	1	Application form / Interview
4 d)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 e)	Able to work with others and contribute to creating effective teams in order to achieve shared goals	1	Interview
4 f)	The ability to work with limited supervision	1	Interview
4 g)	Able to respond positively to new situations and changes, adapting work methods and approaches accordingly	1	Interview
4 h)	Commitment to continuous improvement and creative ways of working	1	Interview
4 i)	Emotional resilience to work calmly under pressure, containing anxiety in self and others. Must have the ability to recognise own limitations and seek additional support where necessary	1	Interview
4 j)	Demonstratable experience of influencing others.	1	Interview
5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Able to travel independently as required to appropriate stakeholders	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion – applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
4. Please note it is normally expected that a new appointee will commence at the bottom of grade.
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required