



## POSITION DESCRIPTION

<b>Position Title:</b>	Student Welfare Advisor
<b>Employer:</b>	UQ College (UQC)
<b>Reference Number:</b>	UQCHR28032024
<b>Type of Employment:</b>	Full-Time, Continuing
<b>Remuneration:</b>	Base Salary \$93,655 Plus 4 weeks annual Leave Loading and 11% superannuation.

### Position Advertisement

This role will make an important contribution to promoting and supporting student success, through provision of a proactive wellbeing and counselling service.

### UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to English language programs, UQC delivers the UQ Foundation Program; the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) Programs.

UQC provides a welcoming and supportive environment to a diverse and vibrant community of learners.

Information about UQC may be found at <https://www.uqcollege.uq.edu.au/>

### What we can offer you

Join a community where excellence is at the centre of our culture.

A range of employee benefits include:

- 4 weeks paid recreation leave
- 17.5% annual leave loading
- Access to UQ campus facilities such as sport and recreation, libraries, health and dental care centres and free annual influenza vaccinations
- Access to funding for professional development opportunities
- Access to a dedicated Employee Assistance Program
- A well-resourced, vibrant work environment located in some of the most modern fit out buildings at UQ and centrally located on the beautiful St. Lucia campus.

# DUTY STATEMENT

## Primary purpose of position

The primary purpose of the position is to provide mental health, welfare, and general counselling interventions for students, as well as running workshops and other support programmes. The Student Welfare Advisor will also develop prevention and intervention activities, primarily related to social, behavioural, and emotional challenges.

The role will make an important contribution to promoting and supporting student success, through provision of a proactive wellbeing and counselling service.

## Duties:

Duties and responsibilities include, but are not limited to:

- Undertake appropriate evidence-based interventions to support the mental health and wellbeing of students, including students under 18 years of age.
- Undertake appropriate interventions to support the mental health and wellbeing of students who have experienced sexual assault or sexual harassment.
- Develop relationships with external service providers and liaise with stakeholders at all levels to ensure students have reliable access to comprehensive support.
- Conduct small and large group programs, workshops or seminars on a range of personal wellbeing topics.
- Provide appropriate short to medium term assistance to students to facilitate their appropriate engagement with an academic program of study.
- Refer students with long-term or complex needs to an appropriate service.
- Prepare, in conjunction with others, appropriate resource materials for students for delivery in a range of formats including on-line information.
- Liaise with UQC staff on matters affecting student outcomes.
- Undertake administrative activities including record keeping, correspondence and evaluation.
- Other duties as assigned by the position supervisor.

## Responsibilities

Ensure an awareness of, and compliance with, legislation and employer policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2018 and associated legislation, and related responsibilities and procedures developed by the University.
- All staff are expected to treat students, including young learners, with respect and understanding and addressing their concerns at all times. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care. A valid Blue Card – Queensland's Working with Children Check is required for this position.

- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

### **Reporting Relationships**

The position reports to the Manager Student Administration.

## SELECTION CRITERIA

### Essential

- A degree in psychology, behavioural science or counselling and at least 4 years subsequent experience; or an equivalent combination of relevant experience and/or education/training.
- Experience in providing evidence-based interventions for international students.
- Understanding of developmental theories, psychological disorders and appropriate interventions, community education and public mental health.
- Demonstrated effectiveness in the delivery of evidence-based counselling and therapy at both the individual and group level.
- A demonstrated ability to design and deliver group presentations related to student development, mental health and wellbeing.
- Familiarity in interacting with people from diverse cultures and backgrounds.
- Experience in both specialist and generalist counselling.
- Ability to work co-operatively and supportively as a member of a team.
- Capacity to make sound judgements and provide advice.

### Desirable

- An understanding of the issues and challenges confronting students undertaking post-secondary education studies in a leading teaching institution.
- Experience in provision of support to students who have experienced sexual assault or sexual harassment.
- General knowledge of the Australian higher education sector.
- A commitment and capacity to maintain currency of professional knowledge as well as trends and changes in student learning.
- Fluent in second language (Mandarin, Japanese, etc).

In addition, the following mandatory requirements apply:

- **Work Rights:** You must have unrestricted work rights in Australia for the duration of this appointment to apply. Visa sponsorship is not available for this appointment.
- **Background Checks:** The prospective appointee for this position may be asked to consent to a criminal record check.

### Further information

For further details please contact:

Neil Marsh, Senior Manager Corporate Services, UQ College

Phone: 07 3346 6770

Email: [hr@uqcollege.uq.edu.au](mailto:hr@uqcollege.uq.edu.au)

**How to Apply: Please apply via Seek.**

It is a **requirement** to submit the following with your application:

- Resume
- Cover letter including response to selection criteria (no more than 2 pages)

**Applications Close:** 5pm 6/05/2024.