College Nurse and Welfare Advisor

Part-time, permanent
Salary range £41,732 - £48,349 (pro-rata)

We are looking to appoint an experienced and qualified Nurse to provide professional, confidential primary physical and mental health medical care to students, through daily surgeries based at Somerville College as part of the general welfare and wellbeing provision offered to our undergraduate and graduate communities.

This is a varied, interesting and rewarding role which will cover:

- Provision of primary nursing care to Somerville College and Keble College students during each of the three Oxford terms (31 weeks per year) for 25 hours per week, Monday to Friday.

And, under a separate contract of employment:

- Provision of primary nursing care to Green Templeton students during each of the three Oxford Terms (31 weeks per year) for an additional 6 hours per week, Monday to Friday.
- Provision of welfare advisory and signposting services to Green Templeton College students outside of term for 2.5 hours per week.

You will have current or very recent proven clinical skills in front-facing assessment and health management of students / young adults and an ability to provide best-practice, highly professional care to a diverse population of graduate and undergraduate students. You will be proactive and comfortable working independently, communicating with a wide range of services and College staff as needed to ensure a consistent, responsive and complaint approach to student care.

You will be part of the Oxford Colleges Nursing Service, which is regulated by the Care Quality Commission and have the opportunity to contribute to joint fora on Nursing services across the Oxford Colleges as well as being part of a supportive network of professional nurses in similar roles.

This is a newly-defined role and the annual working hours are expected to be reviewed after the first year to ensure that the needs of each College are being met.
Main duties – During Term

During term, your main duties will be:

- To provide professional confidential nursing care for the physical, emotional and mental health needs of students as they occur, through daily surgeries held at Somerville, maintaining confidential records of treatment as necessary. This service is to complement rather than substitute standard NHS services.
- Close liaison with GP and other professional services in relation to each patient (including Oxford University Counselling Service, hospital services, family planning clinic etc).
- Provide non-clinical pastoral care to students as they occur as part of the daily surgeries.
- Regular liaison with the College Welfare Teams and the College Welfare Leads.
- Report, subject to patient’s consent, to the relevant College Officers (e.g. Senior Tutor, Dean) any problems likely to have a significant impact on the ability of a student to pursue her/his degree, or likely to have a welfare impact on other members.
- Prepare an annual report on the level and nature of activity provided (respecting confidentiality) to help with planning welfare services.
- Offer health promotion advice as needed including family planning, smoking cessation, mental health and wellbeing, sexual health and relationships, substance abuse, including smoking and alcohol.
- Deliver healthcare induction events for new students as part of the Welfare Team Induction sessions.
- Liaise with the Welfare Leads and other relevant senior managers regarding complex student cases, including those that involve Fitness to Study/Reside.
- Follow up with individual students, as requested, who have come to the attention of the college due to health problems.
- Liaise with the Welfare Leads over action to be taken when students are taken ill during examination periods, including taking appropriate emergency action when students are taken ill at the Examination Schools.
- Liaise with the Head Chef if needed on cases of medical dietary requirements for particular students.
- Obtain non-medical prescribing updates in line with Nursing & Midwifery Council guidelines.
- Uphold the policies and principles of the College in relation to student wellbeing.
- The nurse will have a college email address and be expected to check emails as part of official correspondence with the College, and where possible to respond to email enquiries from students.
- Maintain registration on the NMC Register and maintain membership of College Nurses’ Society, and comply with professional standards for maintaining good nursing practice.
- Attend appropriate courses or conferences to develop or maintain professional skills.
Main Duties – Vacations

In addition, outside of the three Oxford Terms, you will provide services to Green Templeton College to provide a professional and efficient wellbeing support and information service to students in line with College policies during Easter, Summer and Christmas vacation periods (21 weeks of the year). This is a non-contact, non-medical service and it is anticipated that the post-holder will be able to fulfil their duties via email, phone or video-conferencing.

- Support the Welfare Lead in disseminating information to current and incoming students regarding local GP and NHS registration.
- Provide information on sources of wellbeing support available through the College, University and other appropriate bodies to new and current students.
- Regularly monitor the welfare advisor mailbox to ensure student queries are dealt with promptly.
- Deal with queries from students, signposting them to the most appropriate service for their needs. Students with medical queries will be instructed to contact their GP in all cases. Students in need of mental health support should be directed to the Welfare Lead/ Counselling Services as appropriate.
- Take a pro-active approach to dealing with a wide range of queries and requests, researching and gathering new or updated information as needed and ensuring that relevant College officers are made aware of changes/information that may affect their work.
- Liaise with the College’s Welfare Lead as needed to keep abreast of College policies and areas where welfare support might be needed.
- Prepare, on request, a brief report on the level and nature of activity provided (respecting confidentiality) to help with planning welfare services.
- Uphold the policies and principles of the College in relation to student wellbeing.
- Adhere strictly at all times to GDPR regulations.

Selection Criteria

Essential

- A UK-recognised degree-level or equivalent Nursing qualification relevant to providing clinical nursing services to young adults.
- Current NMC professional registration (general adults).
- Current or very recent proven clinical skills in front-facing assessment and health management of students / young adults.
- Ability to provide best-practice, highly professional care to a diverse population of young adults, complying with relevant legislation.
- Significant experience of working in primary care with adults, dealing with general illnesses and minor injuries.
- Excellent written and verbal communication skills in English with the ability to disseminate information clearly.
- Enhanced DBS clearance (this check will be undertaken by the College as needed).
- Sound organisational and record-keeping skills with excellent knowledge and understanding of data protection as it applies to Nursing settings.
• Up-to-date knowledge and awareness of issues that affect young adults’ health and wellbeing, particularly in a College / University setting.
• Good IT skills in order to efficiently manage student records and communications.
• A sympathetic, compassionate approach to providing health, welfare and wellbeing support to students.
• Ability to work independently, referring issues to other services as needed with tact and discretion.
• Ability to maintain excellent working relationships with colleagues, taking a pro-active approach to participating in tasks which require a coordinated teamwork.
• Sympathy with the ethos of the College and its approach to wellbeing services for students.
• Willing and able to adopt a flexible approach to duties.

Desirable
• Previous experience in a College or University environment
• Additional qualification / diploma in related to young adult health
• Recent training in young adult mental health

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence. It was founded in 1879 to include the excluded, offering an education to women when universities refused them entry.

Find out more about Somerville from www.some.ox.ac.uk

About Keble College

Keble is one of the largest Oxford Colleges, with over 800 students. From its original 1870s red brick buildings to its recently-opened central Oxford graduate centre, it offers a welcoming environment for students and academics alike, ensuring everyone feels valued.

More information about Keble is available from www.keble.ox.ac.uk

About Green Templeton College

Green Templeton is a progressive, international and inclusive community within the University of Oxford at the forefront of graduate education. It brings together students, academics and practitioners with a particular focus on business and management, health and medicine, and social sciences. It currently has around 650 student members.

More information about Green Templeton College is available at www.gtc.ox.ac.uk
**Terms and conditions**

*Please note that the postholder will have two separate employment contracts – 1 in respect of 775 working hours per year for Somerville and Keble Colleges and one in respect of 238.5 working hours per year for Green Templeton College*

*Terms and conditions across both contracts will be equitable and in line with the policies and benefits on offer at each employer. The salary will be on the same scale for both posts.*

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

<table>
<thead>
<tr>
<th><strong>Duration</strong></th>
<th>This is a permanent, part-time post and will be dependent on satisfactory completion of a six-month probationary period. The appointment will be subject to pre-employment checks as listed below.</th>
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<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>The salary will be pro-rata on a scale between £41,732 - £48,349 which is aligned to Band 8 of the Somerville College salary scale for support staff, dependant on skills and experience. The College pay spine is uplifted for cost of living on a regular basis, normally annually. The FTE equivalent across all Colleges is 0.65 (£27,126 - £31,427)</td>
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<tr>
<td><strong>Hours of Work</strong></td>
<td>It is anticipated that the 31 weekly working hours during term will be spread across Monday to Friday in agreement with Somerville (for Somerville and Keble student surgeries) and Green Templeton (for Green Templeton student surgeries). Hours for Somerville/Keble are likely to be 10.00 a.m. to 3.30 p.m. with a half hour unpaid break daily. These hours will apply during minus 1st to 9th week in Michaelmas Term and 0th to 9th week in Hilary and Trinity Terms (31 weeks per year) Outside of term, 2.5 hours per week will be worked flexibly as agreed with Green Templeton College.</td>
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<tr>
<td><strong>Holiday Entitlement</strong></td>
<td>The post holder will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement. Holiday will not usually be permitted to be taken during full term.</td>
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<tr>
<td><strong>Pension</strong></td>
<td>The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).</td>
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<tr>
<td><strong>Life Assurance</strong></td>
<td>Somerville College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</td>
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<td><strong>Meals</strong></td>
<td>Meals on duty will be provided free of charge.</td>
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<tr>
<td><strong>Sickness Benefit</strong></td>
<td>Somerville currently offers a maximum of (pro-rata) six weeks’ sick pay, calculated in any rolling 12-month period in line with the policy in place at the time.</td>
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Employee Assistance Service

A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.

Other benefits

Free gym, subsidised nursery, enhanced dining rights package including guest nights and SCR events, discounted travel loans, employee assistance programme

Childcare

Somerville runs a small on-site nursery.

Training

The Colleges will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.

Parking

There is no parking on-site.

To Apply

Please email recruitment@some.ox.ac.uk with the following

1. A completed application form
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Please quote vacancy reference 900515 in the heading

Equal opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

The closing date for completed applications is noon on Monday, 24 July 2023

Interviews will be held in-person, in Oxford in the week beginning 7 August 2023

Equal Opportunities

Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or caring responsibilities. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.
**Data Protection**

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy.

**Pre-employment screening**

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. **Eligibility to work in the UK**
   The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

   Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. **References**
   You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still ‘live’.

   **We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

3. **Medical fitness**

   Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). The purpose of the pre-employment medical health questionnaire is to:

   (i) assess the candidate's medical capability to do the job for which they have applied:
   (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
   (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

   The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.