Brent, Wandsworth & Westminster Mind

**JOB DESCRIPTION**

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| **Job Title:**  | Assistant Psychologist- Data Analyst Central London Mental Health Support Team (MHST) |
| **Grade & Salary:**  | Fixed-term, 2 years contractWM6 SP 29 (£29,527) equivalent to NHS Band 5 |
| **Hours of work:** | Full time 37.5 hours |
| **Line Management Reports:**  | n/a |
| **Accountable to:** | Clinical Team Lead |
| **Based at:** | BWW Mind Head office and Central London CCG area |

**Job Summary:**

This is an exciting opportunity for an Assistant Psychologist-Data Analyst with a background in research and 2 years post qualification experience to work within a multi-disciplinary Mental Health Support Team (MHST) to increase and improve emotional and mental health provision within educational settings for 5-18 year olds in the Central London CCG area. Note that this role involves leading on data analysis, and therefore postgraduate experience in research is required (e.g. research assistant, postgraduate research project as part of a Master’s degree, PhD). The ratio of research/admin work to clinical work is roughly 50:50.

Due to expansion, we are looking for an inspirational Assistant Psychologist/Data Analyst to support our ongoing development. Our Mental Health Support Team started in October 2019 as part of BWW Mind’s new clinical service for Westminster children, young people (CYP) and families with mild to moderate mental health needs (tier 2 CYP IAPT service).

The new service works closely with Westminster schools and provides interventions within the school setting.

If you have a passion to learn about a new CYP IAPT service and implementation of outcomes framework and data analysis, understanding how services measure effectiveness and respond to emerging needs, we would like to hear from you.

The MHST in which you will be working consists of the Project Manager, Clinical Team Lead/Family Therapist, Counselling Psychologist, Clinical Psychologist, Art Therapist, 8 Education Mental Health Practitioners, 2 CWPs, 1 Whole School Approach Advisor and 1 administrator.

You will also work closely with families, as well as colleagues and partners in the Local Authority, CAMHS, educational settings where interventions are being delivered and other relevant mental health providers.

**Main Responsibilities**

* Review referrals via agreed protocols within Central London MHST and develop care package
* Make protocol based assessments of risk to self and others and respond to client risk as appropriate.
* Make decisions on suitability of new referrals, adhering to the team’s referral protocols.
* Undertake patient-centred interviews which identify areas where the person wishes to see change and which appropriate low-intensity intervention would address their difficulties.
* Provide a range of high-volume low-intensity psychological treatments based on evidence-based literature and research to support best practice in clinical work. Interventions may include guided self-help, and treatment might be individual or in psychoeducational groups.
* Adhere to an agreed activity contract relating to the overall number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
* Monitor treatment and client progress and provide appropriate feedback to client, GP and referrer.
* Complete all requirements relating to clinical data collection within the service including clinical and service data.
* Keep coherent and accurate records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision making.
* Prepare and present clinical information for all on their caseload for clinical case management meetings with their clinical supervisor within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations are delivered.
* Prepare and present clinical information for clients on their caseload in clinical supervision sessions in order to ensure safe practice and adherence to high volume low intensity treatment principles.
* Respond to and implement supervision suggestions by supervisors in clinical practice.
* Ensure the maintenance of standards of practice according to the employer and any regulating bodies, and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).
* Be aware of, and keep up to date with advances in low intensity treatment for common mental health problems.
* To receive regular line management for all non-clinical work related to the service, balancing the needs of clinical work, administration, data entry and CPD.
* To work closely with service users to ensure – were relevant that pathways, procedures and materials are co-produced and reflect the needs of those using services.
* To keep minutes of project team meetings and to ensure that actions arising from meetings are followed through and completed
* To lead on data analysis and data reporting, with the support of the Clinical Team Lead and The Service Manager for CL MHST. This includes: being responsible for submitting monthly service data to the NHS Digital Cloud; analysing outcome data for the service; analysing data regarding referrals (e.g. referral numbers, ethnicity, waiting times, percentage of referrals completing treatment); summarising and presenting data in an easy to understand way to the team/for other purposes; leading on service evaluations/audits; leading on any developments in the way data is required to be reported by the service and implementing these across the team. This list is not exhaustive, and quick turnaround times are often required.
* To work with the Clinical Team Lead and senior clinicians to acquire the necessary statistical and research skills to assist in the analysis and modelling of large scale data sets. Skills in analysing data on Microsoft Excel and SPSS, managing large databases, and designing research studies would be beneficial.

**PERSON SPECIFICATION**

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| **Element**  | **Description** | **Essential/desirable**  |
| **Qualifications** | A degree in psychology (minimum 2.1) providing GBR | E |
| Postgraduate degree in psychology or health sciences with a significant research component | E |
| At least two years working in the NHS in an assistant or health research role.  | E |
| Child Wellbeing Practitioner qualification | D |
| **Experience** | Postgraduate research experience (e.g. Research assistant, postgraduate research project, PhD), including designing research studies, analysing data and reporting data. Experience conducting service evaluations would be desirable. Please list in your application any publications/dissemination/projects you have worked on, and please specify the grades you have achieved in any Research Methods/Statistics modules taken as part of your undergraduate or postgraduate degree. | E |
| Experience working within a stepped care model in primary care, and following established evidence-based treatment protocols. | E |
| Substantial experience delivering low intensity, high volume self-help interventions to people with common mental health problems in a primary care setting. | E |
| Experience of routine clinical outcome monitoring  | E |
| Experience of managing clinical risk assessment | E |
| Experience within a Service where agreed targets are in place, demonstrating individual and team clinical outcomes and clinical activity. | E |
| Experience engaging a range of stakeholders (young people, families, mental health providers, schools, Local Authority staff etc.) | E |
| Experience of working with psycho-educational groups, and/or outreach initiatives. | E |
| Substantial experience of using the IAPTUS system. | E |
| Experience working in a multi-disciplinary mental health team | D |
| A high degree of basic numeracy | E |
| Experience of high level research - familiarity with multivariate statistical methods, including the use of software such as SPSS and Excel. | E |
| **Knowledge** | Familiarity with a range of evidence-based practice, including CBT and Systemic, both within clinical training and delivering interventions | D |
| Knowledge of multivariate statistical techniques Experience of research in healthcare | E |
| Knowledge and experience of audit, service evaluation and research. | E |
| Highly developed knowledge of child and adult safeguarding | E |
| Understanding of child development and psychosocial influences | D |
| **Skills/aptitude** | Excellent leadership, problem-solving and communication skills | E |
| Ability to communicate in verbal and written formats including correspondence, reports and on the telephone to a high standard. Ability to communicate complex statistical information in an easy to understand way. | E |
| Organisational skills and excellent time management. Ability to balance clinical, research and admin requirements. Flexibility and adaptability in managing these competing priorities as is required by the team/service’s needs.  | E |
| Alignment to BWW Mind’s values | E |
| Ability to work independently and take initiative with minimal supervision. | E |
|  | Confidence in leading on projects/project management, sharing ideas and presenting to others. | E |
|  | Ability to build good relationships with team members, both to work together on projects and to be able to implement changes in the team (e.g. ways data is reported/recorded). | E |
|  | Patience and persistence when working with others across the team to explain any changes needed in an easy to understand way. | E |
|  | Ability to think creatively when solving problems. | E |
|  | Ability to adapt to changes in the service. Desire to help the service to grow/expand/develop. |  |

**Post is subject to an enhanced DBS check**