

J o b D e s c r i p t i o n

Position:	Disability Advisor
School/Service:	Student Services & Experience
Reference:	SSE-079/P
Grade:	Grade 5
Status:	Fixed-Term (12 months, or until the return of the substantive role holder from Maternity leave, whichever is the earlier date)
Hours:	Part Time, 18.25 hours per week. (Some work outside these hours may be required e.g. Open Days, welcome and induction events, and attending staff development sessions)
Reporting to:	Senior Disability and Inclusion Coordinator

Main Function of the Position:

- To work closely with the Senior Disability and Inclusion Coordinator and colleagues in developing good systems and procedures.
- To provide information, advice and guidance on accessing support to students from pre-application to post-graduation stage.
- Responsible for the delivery of effective and clear information, advice and guidance, managing complex caseloads with a responsive person-centered approach.
- To provide information, advice and guidance to University colleagues on support arrangements for students, including providing disability awareness training
- To accurately complete all administrative functions in a confidential and efficient manner including: updating electronic and paper records, keeping accurate data on students from entry to exit and take appropriate follow up action, tracking and monitoring student progress and achievement.
- To work as part of a team in Student Services to deliver effective student support services.

Principal Duties and Responsibilities:

1. Within service standards and university procedures- to provide information, advice and guidance to students and prospective students on disability related topics including applying for Disabled Students' Allowance or other financial assistance and support arrangements via appointments, emails, over the telephone and video conferencing.
2. To liaise with academic and professional support staff as required, to offer relevant advice, practical arrangements and guidance in relation to individual support needs.
3. Liaise with colleagues at partner organisations/colleges to ensure support is put in place for students studying off campus
4. Work with external agencies e.g. Student Finance England, assessors, suppliers and organisations on appropriate support and facilities for individual students.
5. Refer to specialist services where available and appropriate.

6. Deal effectively and timely with a variety of telephone and written enquires from prospective students, their representatives, members of staff and students of the University.
7. To work closely with the University Life Lounge team and refer students as appropriate.
8. Develop and maintain in conjunction with colleagues appropriate, timely and accurate record systems.
9. Take the lead and facilitate staff training sessions on disability awareness, inclusive practice and legislation.
10. Play an active role in producing and maintaining a range of sources of information in order to provide support and guidance to students and colleagues.
11. To develop and deploy specialist skills and knowledge of disability advisory work when attending staff meetings, taking part in case load discussions and taking an active role in the team development e.g. leading a case review meeting with relevant staff.
12. To use a solution focused approach when dealing with difficult situations and complex cases, working closely with colleagues.
13. Preserve the confidential nature of the service provided to individuals while responding appropriately to the University's duty of care to others.
14. Assist in the preparation of reports and statistics, as well as the input, extraction and manipulation of data in a timely manner as and when required.
15. Assess customer satisfaction and make recommendations for service improvements. Work with a team of Staff to ensure compliance with the Customer Service Excellence Award.
16. To work flexibly as part of the Student Services and Experience Directorate, covering main reception, assisting colleagues in the Student Centre and Life Lounge at peak times during the year.
17. Staff may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the needs of the service. This will include supporting activities such as Graduation, Clearing and Open Days.
18. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
20. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect 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.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

P e r s o n S p e c i f i c a t i o n

Position: Disability Advisor		Reference: SSE-079/P	
School/Service: Student Services & Experience		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area or equivalent level experience supporting individuals with complex learning difficulties and other disabilities.	Priority 1	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Up to date working knowledge of sources of information, specialist support and equipment for disabled students in HE	Priority 1	Application Form/Interview
2 b)	Up to date working knowledge of disability legislation and its application within HE (Equality Act) and the impact of not being compliant	Priority 1	Application Form/Interview/ Presentation
2 c)	Ability to work flexibly as part of a multi-disciplinary team and cover for other team members in their absence.	Priority 1	Application Form/Interview/ Presentation
2 d)	Excellent time management and caseload management skills and experience of prioritising competing demands with minimum support	Priority 1	Application Form/Interview
2 e)	Competent in the use of IT e.g. proficient in the use of Microsoft Office, word, excel, access, email, Video Conferencing such as Zoom and MS Teams	Priority 1	Application Form/Interview/ Presentation
2 f)	Excellent verbal and written communication skills e.g. the ability to communicate effectively and explain standard service procedures to students, staff at all levels and external colleagues.	Priority 1	Application Form/Interview
2 g)	Excellent and proven administration skills e.g. organised record keeping, retrieving, analysing, presenting data and producing reports.	Priority 1	Application Form/Interview
3 Experience			
3 a)	Proven track record of implementing high quality disability advice with specific requirements in a HE/FE environment.	Priority 1	Application Form/Interview/ Presentation
3 b)	Proven track record of maintaining a helpful and cooperative manner when dealing with difficult situations and working under pressure	Priority 1	Application Form/Interview

3 c)	Demonstrable record of establishing effective working relationships with a wide range of people in a challenging environment	Priority 1	Application Form/Interview
3 d)	An understanding of safeguarding legislation and experience of safeguarding students in FE/HE	Priority 2	Application Form/Interview
3 e)	Experience of working within an educational setting or working within other student facing services in HE/FE	Priority 1	Application Form/Interview
4	Personal Qualities		
4 a)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 b)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 c)	Sensitive to individual and cultural differences	Priority 1	Interview
4 d)	Proven ability to use initiative to address problems for students and staff.	Priority 1	Interview
4 e)	Work independently without close supervision.	Priority 1	Interview
4 f)	Awareness and adherence to issues of confidentiality	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 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	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 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. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required