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| **SECTION A: THE ROLE** | |
| **Job Title:** | Disability Officer |
| **Department/Service:** | Student Support, Student Services |
| **Job Grade:** | (Adviser/Officer) |
| **Job Family:** | Grade 06 |
| **Job Location:** | Carlisle or Lancaster |
| **Responsible To:** | Disability Service Manager |
| **Responsible For:** | Student Learning Facilitators |
| **Role Purpose:** | |
| **The Disability Officer will provide a full range of efficient and effective services and interventions to disabled students that support their retention, achievement, and progression. The role holder is expected to work collaboratively across the disability team, the wider student support service team and University to support disabled students.**  **The role holder will play a critical role in enabling the University to meets its corporate plan/ mission targets and external obligations under the Equality Act 2010** | |

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| **SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES** | |
| **1.** | Completion of university and service based processes for disabled students.  These include triaging students to determine academic and simple well-being risk levels of individual disabled students, assessing the need for initial reasonable adjustments and writing individual action plans for distribution to academic teams. |
| **2.** | Provision of a range of guidance and information to:   * prospective disabled students to promote the University of Cumbria as HEI of first choice . * registered student to promote their engagement with internal disability process, funding processes and other student led processes (individual action plans, allocation of internal funding) * promote access to external funding for disabled students such as Disabled student Allowance from a variety of funding bodies (SFE etc.), including where agreed a full assessment of needs for students studying (but not limited to ) Higher Level Apprenticeship (ESFA / ROI ) |
| **3.** | Line management of Student Learning Facilitators, and the effective allocation of a range of university funded resources and intervention, such as note taking / study assistance / access funding for disabled students . |
| **4.** | To undertake the role of Institute Liaison Officer, developing relationships and working closely with student experience leads in one/two institutes |
| **5.** | Provision of guidance to academic staff to enable them to effectively support disabled individual students. |
| **6.** | To, with the support of the service manager, support the wider work of the disability service, students services and ensure that the University policies and procedures, promotes inclusive learning, teaching and assessment in all its activities |

**Additional Information:**

You may on occasions and in line with operational needs:

* Be required to work different hours including at weekends/evenings;
* Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University’s intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder’s obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

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| **Criteria for Grade 6a Services post.**  **Role Title: Disability Officer (Fusehill )** | **Essential/**  **Desirable** | **To be identified by:** |
| With a good general education and educated to degree level or equivalent professional experience | Essential | Application Form |
| **Experience**  Previous experience in a relevant role dealing with administrative and information management systems and understanding of the relevant terminology.  Experience of working in higher education and awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job. Developing expertise and theoretical knowledge. | Essential  Desirable | Supporting statement/ Interview  Application Form/Interview |
| **Knowledge, skills and abilities**  Able to apply a detailed understanding of needs of disabled students and its underlying principles, supported by evidence of experience and/or relevant educational background.  Knowledge to act as a main point of contact/ point of referral for disability related procedures, systems, processes, etc.  Ability to effectively manage and develop a team of staff within a work area.  Skills to research collate and edit material for inclusion in reports/other documents.  Analytical/problem solving capability to perform analysis of information and identify issues to support decision making.  Skills to assess and organise resources, and plan and progress work activities, projects, and implement improvements within own area of work, using initiative and judgement with limited recourse to line management.  Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of websites, eg Microsoft Office.  Professional approach to work and work colleagues. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | Interview  Supporting statement/ Interview  Interview  Interview  Interview  Supporting statement/ Interview  Supporting statement/ Interview  Interview |
| **Other**  Commitment to the [strategic plan and values](https://www.cumbria.ac.uk/media/university-of-cumbria-website/style-assets/landing-pages/strategic-plan/uoc-strategic-plan-2017-2020.pdf) of the University especially in relation to equality of opportunity at work and a healthy and safe working environment. | Essential | Interview |