Student Support & Development

Disability Officer (Grade V)

Disability & Learning Support Service

(Permanent Post)

Student Support & Development (SS&D) provides professional, academic and personal support and development opportunities to students in DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, the Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office and the Inter Faith Centre. Further information on SS&D can be found at: http://www.dcu.ie/students/index.shtml.

SS&D is currently seeking a Grade V Disability Officer, who will be positioned within the Disability & Learning Support Service. This role may be re-positioned within SS&D in line with the needs of the Unit and the wider University.

Function of the Post:

This challenging post involves the assessment and delivery of specific services to over 500 students with disabilities, and participation in the further development of the Disability Service. He/she will provide specialist support and guidance to students who are registered with the Disability and Learning Support Service (DLSS). This will involve carrying out a needs assessment and putting in place any reasonable accommodation that is required to ensure that a student with a disability can participate fully in the university environment.

The post holder will be required to meet deadlines, work as part of a team and deal with a diverse and sensitive range of inquiries and at times work under pressure. The role will report directly to the Head of the Disability & Learning Support Service with a start date of September 1st 2015.

Duties and Responsibilities:

- Assess prospective and current students’ academic and support requirements in order to facilitate full participation in the life of the University
- Administer applications for the ESF fund for students with disabilities
- Manage a case load of students with disabilities across a number of faculties
- Oversee and administer the completion of learning educational needs’ reports which outline the needs of the students. Carry out regular monitoring regarding the adequate delivery of stated supports
- Co-ordinate and hold meeting(s) with students with disabilities, academics, tutors, colleagues in SS&D and other units, to discuss the support provisions required
- Monitor and oversee the delivery of academic supports to students
- Assist with the co-ordination and delivery of Orientation for students with disabilities
- Develop and deliver relevant initiatives to enhance the University experience for students with disabilities
- Undertake project management including audit and service evaluation with colleagues within the service to help develop service provision
- In collaboration with DLSS colleagues, develop and deliver staff development programmes relating to disability awareness and training within the University
- Assist in the preparation of awareness and publicity material relating to disability issue
- Liaise with other HEIs in promoting the services to students with disabilities
- Other duties which may arise in the course of the daily operations of the Disability & Learning Support Service and/or the Director of Student Support & Development.

Experience and Qualifications:

- Candidates must hold a relevant degree, preferably in Social Science, Education or a related area
- A minimum of 3 years’ experience in a third level environment or within the disability field
- Comprehensive knowledge of disabilities and their effects in education
- Knowledge of the range of reasonable accommodations/adjustments available and the appropriate use of such accommodations/adjustments
- Experience of working in the area of disability preferably in an education setting
- Extensive knowledge of an higher educational institution – courses, assessments, rules, processes and practices
- Knowledge of Assistive Technology devices
- Knowledge of relevant legislation and its implementation (e.g. Disability Act 2005, Equal Status Act 2000 - 2008)
- Awareness and understanding of new resources, practices and issues in the higher education sector
- Proven ability to initiate and successfully carry out project work.

The competencies required for this post are:

1. **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.
2. **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
3. **Problem solving & Decision Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.
4. **Personal Effectiveness / Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.
5. **Knowledge of the Organisation and Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.
Salary:
Senior Admin Assistant (Grade V)  €45,452 - €54,974
Appointment will be commensurate with qualifications and experience

Closing date:  1st July 2015

Informal enquiries to:
Anne O’Connor, Head Disability & Learning Support Service, Student Support & Development
Telephone: (01) 700 5160 Email: anne.oconnor@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #103: Disability Officer

Application forms are available at: http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

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