



Applications are invited from suitably qualified candidates for the following position

***Disability Officer (Grade V)  
Student Support & Development  
Permanent (Full Time)***

**Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Overview of the department**

Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, Student Learning, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, the Access Office and the Careers Service. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>

## Role Profile

SS&D is currently seeking a Disability Officer, who will be positioned within the Disability & Learning Support Service(DLSS). The role will be based in the DLSS in the first instance but may, in line with service requirements, move elsewhere within SS&D

This post involves the delivery of a high-quality service for students registered with the DLSS. The DLSS currently have 1000 students registered with the service and includes students with a specific learning difficulty, mental health difficulties and ongoing illnesses. The purpose of the Disability Officer role is to provide specialist support and comprehensive guidance to students throughout their academic lives in DCU. 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 Disability Officer will work within the context of the multi-disciplinary Disability & Learning Support Service team and the wider Student Support & Development Unit in DCU. The post holder will be required to work as part of a busy team and deal with a diverse and confidential range of inquiries and at times work under pressure. The role will report directly to the Head of the Disability & Learning Support Service.

## Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

## Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

## Qualifications and Experience

In addition to the [internal service criteria](#), the ideal candidate will have:

**Essential experience:** Candidates must have a Primary Degree or equivalent (NFQ Level 7) plus a minimum of 3 years' experience in a third level environment or within the disability field, or have at least 3 years' experience at Grade 4 level in DCU. Candidates must have comprehensive knowledge of disabilities and their effects in education.

## Other important attributes would include:

- Extensive knowledge of higher educational institutions – courses, assessments, rules, processes and practices
- An ability to work effectively as part of a wider team and excellent communication skills
- Knowledge of Assistive Technology devices
- Knowledge of relevant legislation and its implementation (e.g. Disability Act 2005, EqualStatus Acts 2000 - 2018)
- Awareness and comprehension of new resources, practices and issues in the higher education sector
- Proven ability to initiate and successfully deliver training
- Ability to multitask, prioritise tasks and work to deadlines.

## **Essential Training**

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

## **Salary Scale**

Senior Admin Assistant salary scale - €49,679 - €59,853

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date:** Friday 1st April 2022

**For more information on DCU and benefits, please visit** [Why work at DCU?](#)

**Informal Enquiries in relation to this role should be directed to:**

Ms. Anne O'Connor, Head of Disability & Learning Support Service, Dublin City University.

Phone + 353 (0)1 7005160 Email: [anne.oconnor@dcu.ie](mailto:anne.oconnor@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

## **Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions> (internal applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref Disability Officer #BC210906**

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.*

*The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*