



JOB DESCRIPTION

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

The duties and responsibilities of the position include, but are not restricted to, the following:

- Manage a caseload of students with disabilities across a number of Faculties
- Assess prospective and current students' academic and support requirements through the Needs Assessment process, in order to fully participate in the life of the University
- Monitor and oversee the delivery of academic supports to students
- Liaise with staff across the University, academic and professional services, and external agencies to ensure the effective implementation of assisting students with a disability
- Administer applications for the ESF fund for students with disabilities
- Assist in the DARE screening and offers process
- Lead on 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
- Promote quality by evaluating, monitoring and reporting on the service regularly and integrating evidence based practice into the service
- Work with with DLSS colleagues, develop and deliver disability awareness training to both internal and external partners.
- To keep up to date with disability legislation, funding eligibility and best practice in the sector
- Assist in the preparation of awareness and publicity material relating to disability issues and in the promotion of the DLSS.
- Work with staff across the University to promote inclusivity and to facilitate equal access to the curriculum and university facilities

This role may change in line with department requirements and the strategic direction of the University. The individual will be expected to carry out any duty requested by his/her Head of Unit and the Director of Student Support & Development.

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 postholder 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.