



Applications are invited from suitably qualified candidates for the following position

**Disability Officer (Professional 5)
Student Support & Development
Permanent**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 assistance 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 sensitive 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.

Qualifications and Experience

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

Essential

- A primary degree
- A minimum of 3 years' experience in a third level environment or within the disability field
- Experience of completing Needs Assessments with students.
- Comprehensive knowledge of disabilities and their effects in education

Desirable

- Extensive knowledge of higher educational institutions – courses, assessments, rules, processes and practices
- An ability to work effectively as part of a wider team and have excellent communication skills.
- Knowledge of Assistive Technology devices
- Knowledge of relevant legislation and its implementation (e.g. Disability Act 2005, Equal Status Acts 2000 - 2018)
- Awareness and understanding 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.

Salary Scale:

[Grade V] - €53,242 - €64,147*

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

Closing date: Monday, 17th April 2023

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

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>

Applications should be submitted by e-mail with your completed application form to

hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

#RC230303 Disability Officer

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](#)