



JOB DESCRIPTION

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

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 assistance for students with a disability
- Administer applications for the ESF fund for students with disabilities
- Lead Supervisor for the DARE national Screening Process
- 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
- In collaboration 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 post holder 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:

- 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.