

Job Description

Disability Coordinator

Student Services, Disability Advice

Directorate of Learning, Teaching & Student Experience



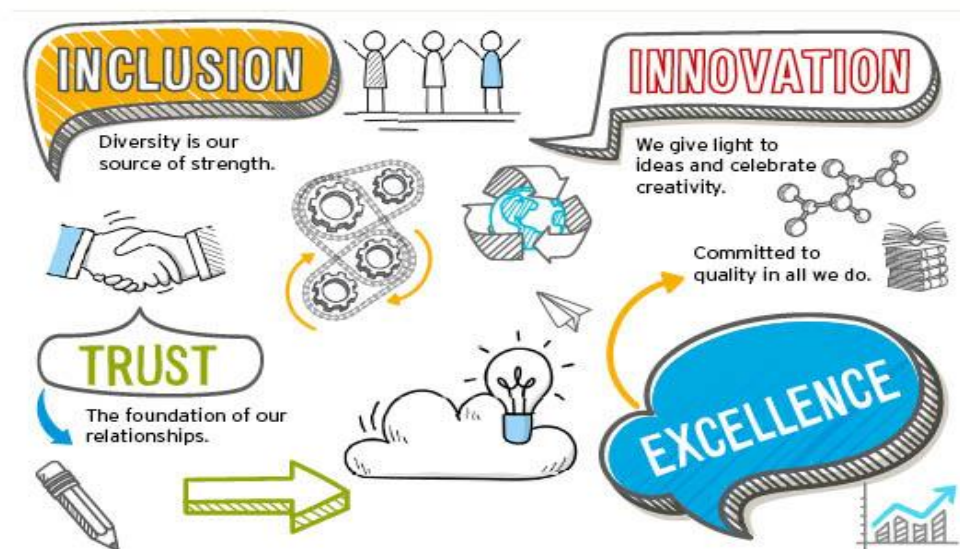
Brief summary of the role

Role title:	Disability Coordinator
Grade:	6
Faculty or Directorate:	Directorate of Learning, Teaching and Student Experience
Service or Department:	Student Services, Disability Advice
Location:	Main Campus
Reports to:	Disability Manager
Responsible for:	N/A
Work pattern:	

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Level 3 qualification, (e.g. A-level), or equivalent experience
Desirable	<ul style="list-style-type: none">• Educated to first degree Level or equivalent experience.• Professional training, qualification(s), or professional body accreditation(s) relevant to disability support.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Ability to manipulate and analyse data on spreadsheets and databases.• Ability to organise and prioritise workload including operating to strict deadlines.• Excellent written and verbal communication skills, including a good telephone manner.• Experience of using IT and CRMs to keep detailed notes, filing documents and for correspondence.• Familiarity with the requirements of the General Data Protection Act and ability to be tactful and maintain confidentiality.• Good administrative skills, record keeping and experience that can be applied to a busy service.• Good interpersonal skills with people of all levels.• Knowledge and experience of the nature of a range of disabilities and the needs of students in higher education.
Desirable	<ul style="list-style-type: none">• Ability to understand funding arrangements, for example, Disabled Students' Allowance.• Experience of liaising with external stakeholders.• Experience of working in education or a similar environment.• General knowledge of the provisions of the Equality Act 2010.• Knowledge of the University IT systems, for example SITS.

Personal attributes

Essential	<ul style="list-style-type: none">• Ability to balance being supportive of students, while also adhering to appropriate professional boundaries.• Ability to use initiative to resolve problems by identifying practical solutions.• Ability to work under pressure, manage a busy workload and fast paced working environment.• Commitment to the aims and values of the University.• Demonstrable commitment to own professional development and willingness to cover a range of activities within the role as it develops.• Willing to attend training as required.• Willingness to work outside normal hours on occasion to support key university and department events.
Desirable	<ul style="list-style-type: none">•

Main purpose of the role

To provide specialist advice, guidance and support to prospective and current disabled students. The post holder will identify the reasonable adjustments need so students can access their studies. This will include applying for external funding, using specialist knowledge to assess information and evidence, and managing a caseload of students.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

1. Provide specialist advice, guidance, and support, responding to email and telephone queries, delivering 1:1 appointments and drop-in sessions.
2. Use specialist knowledge to assess, interpret, and analyse information and evidence to complete Learner Support profiles and so reasonable adjustments can be ascertained.
3. Assess evidence to determine its suitability to be used to apply for external funding, including Disabled Students' Allowance, and assist the students with this process.
4. Liaise with the external providers of diagnostic assessment managing the referral process.
5. Responsible for encouraging students to access and use the support that is recommended, for example, assistive software.
6. Work with the Study Coach Coordinator to track students dis-engagement with study support; developing and implementing initiatives that encourage reengagement.
7. Work collaboratively with other members of the Disability Advice team to ensure that students can access appropriate support.
8. Develop & support events & awareness raising initiatives, for example, University Open Days, Welcome, Induction & Transition events, Dyslexia Awareness Week.
9. Maintain confidentiality according to the principles outlined in the General Data Protection Regulations (GDPR) and Data Protection Act (DPA) 2018.

10. Work within professional boundaries, raising concerns and seeking guidance where appropriate.
11. Participate in professional development opportunities and keep up to date with sector developments and best practice.
12. Carry out any other duties reasonably required and consistent with the aims and grade of the post.
13. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)