

**University of Derby Job Description**

# **Job Summary**

## Job Title

Disability Services Team Leader

## College/Department

The Registry

## Location

Derby

## Job Reference Number

0512-21

## Salary

£33,365 to £36,157 per annum

## Reports To

Disability Services Manager

## Line Management Responsibility

Yes

# **Job Description and Person Specification**

## Role Summary

The Disability Team Leader is responsible for managing the delivery and development of the Disability Advisory team, and to ensure high quality guidance and advice to students and staff at the University.

The Disability Team Leader must be able to demonstrate a good understanding of disability issues, disability legislation and an understanding of how disability impacts on the student experience. An ability to work collaboratively, initiate developments and see them through to completion is essential.

## Principal Accountabilities

1. To manage the Disability Advisory team and take responsibility for the provision of specialist guidance and advice for students, ensuring they work in an efficient and effective manner
2. Provide advice and guidance to prospective and current disabled and/or students with specific learning difficulties on support available within the University and externally (such as applying for the Disabled Students’ Allowances (DSA)) and the range of support they can expect.
3. Provide professional/suitable guidance to disabled students with a wide range of disabilities, both internally and to external organisations.
4. Manage the Disability Adviser team and their caseload of disabled applicants and students, ensuring clear case notes, working within agreed procedures and protocols.
5. Manage a personal caseload as and when required.
6. Ensure a professional, specialist advice and guidance service to disabled applicants and students through undertaking assessments of need and planning their support.
7. Work collaboratively with disabled applicants, external agencies and internal networks to support transition to university and ensure a quality experience throughout the student journey.
8. Support the assessment and selection process for Study Coaches.
9. Ensure service level key performance indicators are met.
10. To liaise closely with the Counselling and Mental Health Services Manager, ensuring the ongoing monitoring and analysis of trends, looking at service demands and resources and striving to keep them relevant and appropriate for our student population.
11. Collaborative working with the wider University and DSRL halls to coordinate support; ensuring the ongoing development of the service and creating strategies to promote inclusivity and the health and wellbeing of students.
12. Liaise with external organisations and agencies concerned with the needs of disabled students, for example Student Finance, Non-Medical Helper Agencies etc.
13. Be proactive in the promotion of study technology that enables delivery of one to many support strategies that promotes independence and autonomous learning and prepares students for employability and engagement in enterprise.
14. Through active membership of disability, networks keep abreast of local and national initiatives, changes within legislation, codes of practice and to funding bodies’ regulations, which may affect the sector.
15. Liaise with the relevant University staff, both in the central support services and in the Schools, to ensure appropriate support arrangements for disabled students are in place in all areas of University life, including the curriculum, assessments, accommodation, physical access to buildings and grounds, recommending enhancements and adjustments where required.
16. Liaise with assessors within the University of Derby Assessment Centre (UDAC) to discuss suitable recommendations for students and applicants and advocating for students where the Assessment of Need does not meet the students need.
17. Work closely with managers around complex support packages and reasonable adjustments for disabled students and applicants.
18. Work collaboratively with the other Student Service team co-ordinators to improve the efficiency and effectiveness of internal systems.
19. Monitor student support agreements and ensure that funding arrangements are in place.

## Person Specification

### **Essential Criteria**

#### **Qualifications**

* A professional qualification (or equivalent experience) relevant to disabilities, specific learning difficulties and/or mental health (i.e. a qualified nurse)

#### **Experience**

* An excellent record of successful leadership and management within higher education
* Significant work experience of supporting disabled students, student with mental health issues or students with specific learning difficulties
* Significant knowledge and experience of the range and nature of disabilities and associated needs of students in higher education, and appropriate responses and adjustments to ensure effective support for their learning
* Practical experience of the Disabled Students’ Allowances process
* Experience of working with disabled students in an advice and guidance context
* Significant experience of HE or disability issues and working on complex case work with students with complex needs including emergency plans
* Practical experience of the Disabled Students’ Allowances process

#### **Skills, knowledge & abilities**

* Working knowledge and understanding of the disability legislation affecting the HE sector and the practical implications for the University
* Extensive knowledge and experience of the Disabled Students’ Allowances
* Excellent negotiation skills and ability to manage conflict
* Ability to manage workload and work on own initiative
* Ability to work efficiently under pressure
* Excellent organisational skills
* Excellent communication and interpersonal skills
* Sound IT skills – Word, Outlook, Excel and web
* Capacity for empathy with wide range of disabled students

#### **Business Requirements**

* Willingness and ability to work outside of core hours where required (e.g. serious incident management, open days etc)

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)