

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Disability and Inclusivity Practice Adviser

## **College/Department**

The Registry

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0548-24

## **Salary**

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum)

## **Reports To**

Disability Services Manager

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Disability and Inclusivity Practice Adviser plays a significant role in embedding inclusive practices across the university, guided by founding principles contained within the Disabled Student Commitment. The role is dedicated to delivering and developing support services and coordinating individualised assistance for disabled students. The postholder will collaborate with academic departments, and external partners to advance university-wide inclusion initiatives and ensure effective implementation of disability-related policies. The postholder will lead on delivering training, developing practices, and coordinating support for disabled students while collaborating with various stakeholders, both internal and external.

## **Principal Accountabilities**

1. Collaborate with staff to promote inclusive practices aligned with the university’s strategic aims and support frameworks including the Teaching and Learning framework and Student Support Framework.
2. Develop and deliver training sessions on inclusive practices, reasonable adjustments, and disability-specific strategies for university staff and students, tailoring delivery for individual, group, and online sessions alike.
3. Create and evaluate training resources to enhance accessibility and understanding among academic and professional services staff. Contribute to the development of effective approaches to engage students in the use of technology to enhance learning. This will be through the development of a range of resources, training and workshop delivery.
4. Manage a caseload of students with disabilities, providing ongoing advice, support, and assessments to develop tailored support plans.
5. Provide informed advice, guidance and support to students with disabilities, through day- to-day enquires, casework and scheduled appointments, (including creating Support Plans for dissemination, provision of study skills tutors, support workers and other support, and reviewing arrangements with students at appropriate intervals); employing appropriate empathy when dealing with students who may be experiencing levels of distress.
6. To regularly review with the student and the course team that the support in place remains appropriate documenting all interaction(s) on case recording systems.
7. Advise and assist students to apply for to relevant funding which they are entitled to, for example the Disabled Students Allowance (DSA); liaising with Needs Assessors as required.
8. Working with the Disability Services Manager, contribute to policy development in relation to the provision of services to students with a disability, Specific Learning Difficulty (SpLDs) and/or mental health difficulty.
9. Attend training and other events (e.g. meetings) to maintain the specialist skills and knowledge required for the post.
10. Raise awareness of disability support services by participating in university events (e.g., inductions, Open Days) and collaborating with Student Services and academic departments to enhance community engagement.
11. Participate in external activities and organisations related to student support and wellbeing, where these benefit students and staff.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A degree or equivalent experience
* A professional qualification relating to the area of disability and / or membership of a professional body such as NADP (National Association of Disability Practitioners), or equivalent applied experience

#### **Experience**

* Experience in UK Higher Education (HE), with a strong focus on inclusivity and diversity
* Background in advising on reasonable adjustments and knowledge of the Disabled Students’ Allowance
* Experience in managing complex student casework and maintaining accurate case documentation
* Demonstrable experience in training delivery and inclusive practice development, aligned with the social model of disability
* Demonstrable knowledge, experience and enthusiasm for promoting inclusivity and diversity in Higher Education
* Demonstrable experience of planning and delivering training to a broad and diverse audience
* Demonstrable experience of anticipating needs and designing and implementing an inclusive environment in adherence to the social model of disability
* Demonstrable experience of using initiative and creativity to resolve problems, devising varied solutions and approaching the problem from different perspectives
* Experience of Safeguarding, “Cause for Concern” and related regulations and policies

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

* Up-to-date knowledge of equalities legislation and commitment to widening participation in Higher Education
* Proficient in dyslexia screening tools and knowledge of assistive technology
* Excellent record-keeping and an ongoing commitment to professional development
* Proven ability to work on own initiative, actively seeking new and improved ways of working and evidence of excellent organisational skills and attention to detail, with the ability to prioritise a wide range of tasks whilst working to deadlines
* Excellent verbal and written communication skills with the ability to write in clear and concise manner to suit a range of audiences
* Excellent problem-solving skills with the ability to approach and resolve problems in a thoughtful and practical manner
* Good understanding of issues affecting disabled students and potential barriers to accessing and succeeding in Higher Education
* Evidence of a commitment to training and continuing Professional Development, to ensure up-to-date knowledge of developments within the HE sector, as well as within the university
* Knowledge of Safeguarding, Cause for Concern’ and associated policies

#### **Business Requirements**

* Willingness and ability to undertake occasional evening/weekend working under business requirements

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).