



## Person Specification

**Job Title:** Disability Adviser  
**Department:** Wellbeing: Disability & Neurodiversity

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Excellent standard of education to degree level or equivalent experience relevant to the role.	✓		Application
Knowledge of the Equality Act 2010	✓		Application / Interview
Knowledge of the reasonable adjustments applicable to students in HE.	✓		Application / Interview
Evidence of relevant continuing professional development	✓		Application
Good knowledge and understanding of the HE sector and student life cycle		✓	Application / Interview
<b>Experience</b>			
Experience of working in a disability support role in a FE/HE setting.	✓		Interview
Experience managing a student caseload and maintaining confidential notes in line with data protection legislation.	✓		Application / Interview
Ability to work effectively within a team, sharing knowledge and resources.	✓		Interview
<b>Skills and Abilities</b>			
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.	✓		Interview
Excellent organisational and recording keeping skills.	✓		Interview
Excellent communication skills and the ability to work efficiently and effectively both collaboratively and independently.	✓		Interview
Excellent IT skills	✓		Interview
<b>Other requirements</b>			
Strong advocate of equality and diversity and of promoting access for students with disabilities.	✓		Interview
Enhanced DBS check.			