



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Disability Adviser</b>
<b>Department / Unit:</b>	Wellbeing (Disability & Neurodiversity)
<b>Job type</b>	Professional
<b>Grade:</b>	6
<b>Hours:</b>	Full time <i>(or other fractional posts according to contract)</i>
<b>Reporting to:</b>	Head of Disability & Neurodiversity
<b>Accountable for:</b>	None
<b>Purpose of the Post</b>	
<p>The Disability Adviser will work within the Disability &amp; Neurodiversity Team and provide specialist advice, guidance and information to current and prospective students with a disability, contributing to student recruitment, retention and attainment. The Disability Adviser will be able to work with disabled students across their time at university and be able to respond and advise on any disability support related matters.</p>	
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• Support students in registering their disability with the Disability &amp; Neurodiversity team.</li> <li>• Advise on the range of reasonable adjustments and support available within the College based on disability evidence and support needs.</li> <li>• Communicate reasonable adjustments, through a student support agreement, to academic departments and professional services</li> <li>• Assist with developing and maintaining an inclusive environment for disabled students by working with others, both within and external to the College.</li> <li>• Make recommendations on the removal of barriers to learning and access to the campus and college facilities</li> <li>• Respond to any disability related queries across the student lifecycle.</li> <li>• Communicate / meet with students either face to face, by email, phone or online</li> <li>• Maintain confidential and accurate student case notes.</li> <li>• Work collaboratively with other support services in the College</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• To keep abreast of developments across the sector and identify good practice in disability support in order to support future developments within the College.</li> </ul>	

- To work with the Head of Disability & Neurodiversity to develop policies and procedures for students with disabilities.
- Assist with the planning, preparation and delivery of any disability pre-arrival events.
- Work with and provide advice to school/department D&N network members. Organise and run regular meetings across the year.
- To represent the Disability & Neurodiversity team & Wellbeing department at College events such as open days and applicant visit days (this may require occasional evening and weekend work).
- Collect and maintain disability data to inform future planning and for reporting purposes (HESA returns, DSA audit etc.)
- Contribute to the development and implementation of new systems and processes within the College to improve communication, efficiency and reliability of record keeping and monitoring of interaction with disabled students
- Maintain professional boundaries.
- Participate as an active member in the Disability and Neurodiversity team and Wellbeing Department to provide an excellent service to all students.
- Develop and maintain effective working relationships with key stakeholders and central service functions such as assessment centres, social services and Student Finance England.

**Other duties which are allocated according to workload:**

- Manage a team of casual specialist mentors
- Manage a team of casual study skills tutors
- Recruit and manage a team of student helpers
- Invoicing for DSA funded specialist mentoring and study skills
- Assess disability related accommodation requirements and make recommendations, where appropriate
- Determine any exam access arrangements based on evidence.
- Organise a social club for autistic students including planning sessions, promoting inclusion, and organising appropriate activities.
- Manage and coordinate Personal Emergency Evacuation Plans for registered students and ensure dissemination to relevant parties and be responsible for being the source of advice and guidance on accessibility and egress issues to all college stakeholders
- Manage and maintain the Disability and Neurodiversity website in accordance with College guidelines.
- Oversee the implementation and maintenance of assistive software for disabled students.
- Oversee any disability related promotional material for events and open days.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager and the head of department.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive, but the post holder will be required to liaise with:

- Colleagues in the Disability & Neurodiversity team and the wider Wellbeing team
- D&N school/department network members
- Academic Departments
- Students' Union
- Other college professional service departments