



Disability Inclusion Adviser



ROLE DESCRIPTION

GRADE

Grade 5

LOCATION

Sighthill, Merchiston,
Craiglockhart Edinburgh

LINE MANAGER

Inclusion Services
Manager

ROLE SUMMARY

Student Wellbeing & Inclusion works to provide high quality and effective professional services to support potential and current students from their initial enquiry to Edinburgh Napier University through to graduation and beyond.

Within Student Wellbeing & Inclusion, the Disability Inclusion Team provides support for students with disabilities, health or medical conditions (including mental health difficulties) and specific learning difficulties such as dyslexia.

The Disability Inclusion Adviser will provide advice, guidance and support to students on a range of support issues from enquiry through to completion of academic studies. The focus will be on students with a mental health condition.

The role holder will liaise and negotiate with University staff on the adjustments required to enable students to succeed on their academic programmes and will advise staff on enhancing the accessibility of programmes and services.

The Disability Inclusion Team work across the Merchiston, Sighthill and Craiglockhart Campuses with Sighthill as the main base.



LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.



MAIN DUTIES AND RESPONSIBILITIES

- To work as part of the Disability Inclusion Team to support students with a mental health condition.
- To provide advice, guidance and support to students (both individual and group discussions where appropriate) on learning strategies, study skills, organising and managing workloads and on any aspects of their academic programme and university life where additional support may be required.
- To discuss, prepare and circulate learning profiles for students detailing their support needs and recommendations for teaching, learning and assessment arrangements.
- To advise students on applying for Disabled Students' Allowance, and assist them to put in place their recommended study strategies and aids, including helping them to access or employ appropriate support helpers.
- To provide advice, guidance and any information related to specific learning difficulties, disabilities or health conditions (including mental health difficulties), for academic, professional and support staff.
- To participate in any project based or cyclical activities with a student support or service development focus.
- To liaise with relevant staff in other Higher Education Institutions, disability organisations and support groups.
- To liaise with the consultant Educational Psychologists, DSA Assessors and any other external partners or agencies.
- To contribute to the development of web-based and other materials for staff and student information.
- To participate in open days, induction days and team, department or University events.
- To work with other staff to deliver high quality and effective professional services to support potential and current students from their initial enquiry to Edinburgh Napier University through to graduation and beyond.
- To take part in the professional development review.
- To undertake any other duties as may reasonably be required by the Inclusion Services Manager or the Head of Department, Student Wellbeing & Inclusion.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
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EDUCATION / QUALIFICATIONS

• Degree or (equivalent relevant experience).	✓	
• Post-graduate professional qualification in relevant discipline (or equivalent relevant experience)		✓
• SpLD Qualification		✓

SKILLS / EXPERIENCE

• Extensive experience of supporting people with a mental health condition.	✓	
• Knowledge and understanding of the disability provisions of the Equality Act 2010, within Further and Higher Education	✓	
• Knowledge and understanding of the principles of inclusion and accessibility.	✓	
• Ability to effectively assess student needs and administer screening tests for specific learning difficulties, if required.	✓	
• Basic knowledge and understanding of the role of technology based solutions for students with additional needs	✓	
• Excellent oral and written communication skills.	✓	
• Well developed organisational and interpersonal skills.	✓	
• Proactive, positive and collaborative approach to working with a wide range of colleagues and partners both internal and external	✓	
• Commitment to students, the quality of their experience, and to their success now and in the future.	✓	
• Ability to maintain confidentiality.	✓	
• Ability to work under pressure, using innovation and initiative to resolve complex problems.	✓	
• Competent IT user to include use of Microsoft Office, Outlook, Word, Excel and databases.	✓	



	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Willingness to work flexible hours including occasional evening and weekend work. 	✓	
<ul style="list-style-type: none"> Experience of working with students in Further or Higher Education 		✓
<ul style="list-style-type: none"> Advanced knowledge and understanding of the role of IT solutions in supporting students with additional needs. 		✓
<ul style="list-style-type: none"> Experience in organising or contributing to projects. 		✓