

Mental Health & Disability Adviser

Choose/type an item or delete row.	Disability & Wellbeing Service (www.strath.ac.uk/professionalservices/disabilityandwellbeing/)		
Choose/type an item or delete row.	Student Experience (www.strath.ac.uk/sees/)		
Staff Category	Administrative and Professional	Reference No	276858
Reports To	Disability & Inclusion Manager	Grade:	7
Salary Range:	£32817 - £40322	Contract Type:	Open Contract
FTE	1 (35 hours/week)	Closing Date	19/01/2020

Job Advert

Based within the Disability & Wellbeing Service and working 35 hours per week, you will assist the University to meet the needs of its applicants and students with disabilities and mental health issues by carrying out needs assessments, wellbeing assessments, managing a student caseload, providing on-going support to students and advising colleagues across the University on inclusive teaching practices and other matters pertaining to students with disabilities and mental health issues.

Educated to degree level, or equivalent, you will have experience of assisting people with disabilities to participate effectively in an education or comparable setting and demonstrate a solution focused approach to the challenges involved in enabling disabled people actively participate and achieve in higher education. With excellent communication and advocacy skills, you will be able to act on your initiative to ensure students' needs are empathetically met. Experience of working in a higher education setting and an awareness of assistive technology is desirable.

Job Description

Brief Outline of Job:

You will assess the needs of, and provide specialist, student-centred advice and guidance to prospective and current students with disabilities and/or mental health issues. You will work closely with academic and support staff across the University to ensure appropriate reasonable adjustments are made to enable students to fully participate in the academic and social aspects of university life. You will also provide advice, guidance and training to University colleagues on the development of inclusive practices.

Main Activities/Responsibilities:

1.	To provide advice to disabled students and applicants on their entitlements within a legislative context.
2.	To conduct needs assessments and assist students to access external allowances and other funding sources.
3.	To manage a student caseload and provide on-going support to students presenting with mental health issues and/or other disabilities e.g. mental health issues and sensory impairments.
4.	To make decisions on the 'reasonableness' of specific provision for disabled students within the context of the Equality Act 2010.
5.	To keep abreast of assistive technology solutions and deliver training to students.

6.	To work with colleagues across the university to provide a coordinated, joined-up approach to support.
7.	To advise colleagues in faculties and professional service areas on the provision of accessible teaching, assessment, services and facilities.
8.	To design and deliver University-wide staff development sessions on disability-related matters.
9.	To assist with the selection, training and supervision of sessional staff who work in a range of roles to support disabled students' learning including note takers, study support assistants, personal assistants and student mentors.
10.	Together with other advisers, lead on specific projects and develop procedures and services to improve the experience of disabled students and ensure that the University remains legislatively compliant.
11.	To assist the Systems and Technology Manager with the support and maintenance of assistive technology provision across campus.
12.	To represent the Disability Service on relevant Student Experience and other internal working groups.
13.	To contribute towards the achievement of the University's strategic objectives and Public Sector Equality Duty.
14.	To complete any other duties as advised by the Disability & Inclusion Manager and appropriate to grading.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to degree level or equivalent.

E2 Evidence of appropriate engagement in CPD.

Experience

E3 Experience of assisting disabled people to participate effectively in an education or comparable setting.

D1 Experience of conducting needs assessments.

D2 Experience of using assistive technologies and equipment to support people with disabilities.

D3 Experience of supporting students in higher education.

E4 Experience of delivering guidance and/or support in a one-to-one capacity and handling issues of a sensitive and confidential manner.

E5 Experience of delivering training/presentations.

Job Related Skills and Achievements

E6 Good knowledge of current disability legislation and students' entitlements.

E7 Ability to make decisions and recommendations based on interpretation of complex legislation including 'reasonableness'.

E8 Excellent disability awareness including knowledge of impairments and of the barriers facing disabled students in higher education.

E9 Good knowledge of current strategies to support students with disabilities in higher education.

E10 Ability to demonstrate a solution-focused approach to the challenges involved in enabling disabled people actively participate and achieve in higher education.

E11 Ability to deal with situations empathetically and on own initiative to ensure students' needs are met.

E12 Good IT skills with a sound working knowledge of all Microsoft Office packages.

E13 Good knowledge of data protection issues and compliance.

Personal Attributes

E14 Excellent interpersonal and communication skills with the ability to work independently and as part of a team.

E15 Strong communication, influencing and advocacy skills with evidence of engagement with a range of people including staff, students and external organisations.

E16 Ability to work under pressure and complete work within tight timescales.

Other Relevant Factors

The Disability & Wellbeing Service opens four evenings per week (Monday, Tuesday, Wednesday, Thursday) until 8pm during term time. The successful candidate will be required to work one afternoon shift (12pm to 8pm) to cover this provision.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Chris McKenzie, Disability & Inclusion Manager (chris.g.mckenzie@strath.ac.uk/0141 548 3402).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 28/01/2020.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

