



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Disability Adviser

**Department/Division:** ARD, Student Wellbeing Services

**Accountable to:** Deputy Head of Disability and Mental Health Service (Disability)

Competency	Criteria	E/D
<b>Knowledge and experience</b>	A good working knowledge of the Equality Act 2010 as it affects disabled people, the Public Sector Equality Duty and the social model of disability, especially as they relate to Higher Education.	E
	An understanding of confidentiality and data protection issues (Equality Act and Data Protection Act).	E
	Experience of working with people with a wide range of disabilities.	E
	Experience of working with people with a wide range of mental health difficulties.	E
	Experience of delivering a service to disabled people in Higher Education.	D
	Experience of working in an environment which involves effective time management and prioritising to meet deadlines.	E
	Membership of an appropriate professional body, e.g. National Association of Disability Practitioners (NADP).	D



	<p>General knowledge of assistive software and technology.</p> <p>Experience of working with people from a range of cultural backgrounds.</p>	<p>D</p> <p>E</p>
<b>Service delivery</b>	<p>Ability to explore and identify the needs of students and academic departments and to adapt working practices as appropriate.</p> <p>The ability to compile and maintain accurate and detailed records.</p> <p>Skilled in using databases, online diary software and/or client record management software.</p> <p>The ability to convey and interpret information according to set procedures.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<b>Planning and organisation</b>	<p>Ability to contribute to team targets and prioritise and plan work.</p> <p>Ability to contribute to improving and developing systems and procedures to ensure effective service delivery.</p>	<p>E</p> <p>D</p>
<b>Decision Making/ Initiative and problem solving</b>	<p>Ability to manage a range of complex issues, involving work with colleagues, students and staff.</p> <p>Ability to exercise discreet and logical judgement.</p>	<p>E</p>
<b>Communication</b>	<p>Excellent oral and written communication skills, including the ability to convey complex or sensitive information, including training, guidance for non-experts, and formal School policy, in an appropriate manner and format to a</p>	<p>E</p>



	<p>range of audiences including students, staff and senior colleagues.</p> <p>Ability to challenge both students and staff where appropriate in a professional and non-confrontational manner.</p> <p>Ability to escalate any cases of concern or issues regarding risk within the line management structure as appropriate.</p> <p>The ability to maintain a calm attitude under pressure, for example when dealing with challenging and stressful situations.</p>	<p>E</p> <p>E</p> <p>E</p>
<p><b>Teamwork and motivation</b></p>	<p>Work collaboratively in a team – demonstrating the ability to listen and learn from colleagues, adapting professional practice where appropriate.</p> <p>Ability to reflect on own performance and give and take feedback in a professional manner.</p> <p>Interest in collaborating with external colleagues, learning from good practice at other institutions and developing own and service practice accordingly.</p>	<p>E</p> <p>E</p> <p>D</p>
<p><b>Other</b></p>	<p>Willingness to work flexibly across all areas of the Student Wellbeing Service to ensure the provision of quality services to students.</p>	<p>E</p>

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**