



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Disability Adviser

**Department/Division:** ARD, Disability and Mental Health Service

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

### Job Summary

The London School of Economics and Political Science (LSE) is one of the foremost social science universities in the world, with a global reach and an international student intake. The Academic Registrar's Division (ARD) is a key central support unit within the School. ARD's delivery remit is wide:

We are an informed and inspiring voice to our prospective students; a welcoming and friendly face to our new students; a knowledgeable and caring presence to our current students; and a proud and supportive friend to our graduating students. To our colleagues across LSE we are a professional and constructive source of help, support and advice. At LSE we're committed to making the School a welcoming, inclusive and healthy place for all. Our vision is that together, we will shape our School so that everyone feels empowered to realise their potential, cope with challenges and contribute to our community.

Within ARD, Student Services comprises the Student Services Centre (SSC), and Student Wellbeing Service (SWS) under the leadership of the Deputy Head of Student Services (Wellbeing). SWS encompasses the provision of direct services to students which currently includes student disability and mental health, wellbeing and counselling support. The role of Disability Adviser (DA) sits within the Disability and Mental Health Service (DMHS) and works alongside other DAs and the team of Mental Health Advisers (MHA).

DMHS wishes to recruit a permanent, part time, Disability Adviser (DA). The post holder will coordinate individual support for disabled students, including those with neurodivergent, mental health and long-term medical conditions, as well as those with mobility and sensory impairments. They will carry out initial assessments with students, putting in place reasonable adjustments including exam adjustments and teaching and learning adjustments, referring for specialist non-medical helper support and liaising with the rest of the School as appropriate. The post holder will join the team of DAs, coordinating reasonable adjustments and support for students whilst working within the bounds of student confidentiality. They will provide training for staff and students, give advice to staff working with disabled students and keep up to date on developments in disability issues in Higher Education.

1. Provide disability-related advice and guidance to current and prospective students, identify support needs, draw up plans of reasonable adjustments known as 'My Adjustments' and advise academic and other departments on how best to meet students' disability-related needs.
2. Manage a caseload of students, ensuring full and accurate record-keeping and data management and reviewing support where appropriate.



3. Work with university staff and external agencies to ensure individual support is in place.
4. Support DMHS Management in delivering training and work with DMHS and SWS teams to contribute to the overall promotion of the service and equality for disabled students.

## Duties and Responsibilities

### Advice, guidance and service delivery

- Offer support to disabled students at LSE via 1:1 meetings, and written communication and make appropriate recommendations for adjustments and support across the School in accordance with the Equality Act 2010
- Advise students on support available within and outside the School.
- Maintain a caseload of students, working collaboratively with them to identify and review support needs and mechanisms.
- Manage administration of own records relating to students supported – as directed by DMHS Management – updating regularly and managing data as required.
- Work with colleagues to ensure a consistent, five day a week service to all students despite any part time working arrangements.
- Liaise with academic and other School staff to advocate for the needs of disabled students and share information within the boundaries of the SWS Confidentiality Policy.
- Maintain own knowledge on services and support offered elsewhere in the School in order to signpost students appropriately.

### Organisation, teamwork and networking

- Plan, prioritise and organise work pro-actively, taking responsibility for own work and supporting the work of colleagues within the service to ensure delivery of a consistent, professional service.
- Deliver and/or co-deliver staff training in relation to disability in Higher Education.
- Represent the DMHS at meetings, events and fora – promoting key policies, procedures and ethos of the service as defined by DMHS Management.
- Act as a member of the team of Advisers, sharing good practice and contributing to the development of the role eg through peer observations, quality assurance processes and case discussions.

### Professional responsibilities and service development

- Represent LSE DMHS at events; take responsibility for continuing professional development and keep abreast of changes in legislation / good practice that might impact upon the service, the School or disabled students.
- Contribute to review of policy and procedures affecting disabled students as required by management.
- Support the development and implementation of audit and feedback systems measuring the effectiveness of the Student Wellbeing Service.



- Maintain confidentiality in line with the School policy on Data Protection and SWS Confidentiality Policy.
- Attend and contribute to internal meetings and take responsibility for keeping up to date with developments when unable to attend.
- Work at all times within the boundaries of the Adviser role, referring on when appropriate and adhering to the ethos of the service.

#### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate. The post-holder will work flexibly across all areas of DMHS and the Student Wellbeing Service to ensure the provision of quality services to students. While LSE remains the place of work, the post may involve some days working from home, depending on the needs of the service. This may be subject to change at any time.

#### **Equity, Diversity and Inclusion (EDI)**

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

#### **Ethics Code**

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.