

**PERSON SPECIFICATION**

**Disability and Inclusive Practice Adviser  
Vacancy Ref: 0622-24**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| Educated to a degree level or equivalent professional qualification or relevant work experience | Essential | Application Form |
| Experience of working with people with a wide range of disabilities ideally in a higher education context. A thorough understanding of their varying needs, the legislative framework, and the available support. | Essential | Application Form / Supporting Statement / Interview |
| Expertise in one or more areas of disability, with relevant qualifications. | Desirable | Application Form/Supporting Statement/Interview |
| Detailed knowledge of the HE context and the role of inclusive practice, particularly in teaching and learning. | Desirable | Supporting Statement/ Interview |
| Highly effective interpersonal and communication skills, with the ability to liaise with a wide cross section of people both internal and external to the university. | Essential | Supporting Statement/ Interview |
| The ability to present information clearly and accurately in a variety of written formats and verbal presentations to support training delivery and the implementation of student support. | Essential | Application Form/ Interview |
| Ability to work in a team and have a flexible approach to work including displaying emotional resilience and empathy for others. Demonstrated ability to manage yourself and support others when facing difficult situations. | Essential | Supporting Statement/Interview |
| Experience of effectively undertaking complex administrative processes and use of IT systems (including MS Office and financial computer systems) to maintain records, to assimilate, analyse and present data and to support service delivery | Essential | Application Form / Supporting Statement/ Interview |
| Ability to monitor, research and analyse data and produce reports, presenting information in an accurate and appropriate format | Essential | Supporting Statement/Interview |
| Ability to act on initiative and to be proactive in identifying opportunities and solutions to improve service delivery | Essential | Supporting Statement/ Interview |
| Experience of operating successfully in a rapidly changing environment. | Essential | Supporting Statement/Interview |
| Ability to make reasonable and appropriate decisions, demonstrating an awareness and understanding of both business and service-user needs as well as relevant policies and frameworks. | Essential | Supporting Statement/Interview |
| Experience of prioritising workload to meet competing deadlines and to manage complex casework. | Essential | Supporting Statement/Interview |
| Ability to undertake occasional evenings and weekends (e.g. to cover Open Days) | Essential | Application form/Interview |

* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.