

JOB DESCRIPTION
Deputy Disability and Inclusion Manager
Vacancy Ref: A2531

Job Title: Deputy Disability and Inclusion Manager	Present Grade: 7
Department/College: Student Based Services, Wellbeing	
Directly responsible to: Disability and Inclusion Manager	
Supervisory responsibility for: N/A	
Other contacts	
<p>Internal: Student Based Services, HR, ISS, Facilities, The Library, Academic Departments and Faculties, University Senior Management including PVC Education and Provost for Student Experience, Colleges and the Library, Student Union, relevant staff networks (EDI, Disability and Inclusivity).</p> <p>External: Student Finance England and other funding bodies, Assessment Centres, NMH Agencies, Educational Psychologists and other medical professionals, other Universities, the Higher Education Academy, JISC TechDis, Social Services, solicitors, external disability organisations, equipment suppliers.</p>	
Major Duties:	
<p>The Role: The Deputy Disability and Inclusion Manager will support the Disability and Inclusion Manager to manage and co-ordinate aspects of the Disability Service and Transitions Team to develop disability-related support and inclusive practice at Lancaster University. The post-holder will lead on the promotion and enhancement of inclusive practice across the university and feed into strategic developments in this area. The post-holder will work with colleagues to support Faculties, academic departments and Professional Services to enhance existing provision and/or to develop new initiatives to enable inclusive practice to support students at Lancaster. The post holder will provide specialist advice and training on areas of inclusive practice to University staff with particular emphasis, in the first instance, on disability. The post holder will be aware of government regulations and policies that support inclusive practice. S/he will have an excellent awareness of developments in technology that can be used to support and expand this area and be able to demonstrate this to staff as required.</p> <p>Major duties:</p> <ul style="list-style-type: none"> • To work with the Disability and Inclusion Manager to manage and co-ordinate the Disability Service and Transitions Team to ensure high quality and effective service provision and to support the promotion and implementation of inclusive practice at Lancaster. • To work closely with staff across the institution to promote, develop and implement inclusive practice across the university, which is aligned to the Education Strategy and other relevant policies. • To develop ideas for improving the inclusive learning environment, teaching and/or assessment and feedback methods by obtaining and analysing data and feedback and informally reflecting on teaching design and delivery, making recommendations across the university where relevant. • To identify and promote new or enhanced inclusive teaching and support practices amongst academic colleagues and raising awareness amongst staff on reasonable and anticipatory adjustments for students with a range of needs. • To advise and support colleagues in academic departments to implement practical inclusive teaching and support practices and develop and co-ordinate networks to support best practice. • To develop and deliver one to one / group training sessions, professional development activities and 	

guidance documents and multimedia resources for staff across the institution on inclusive practice, accessibility and the implementation of reasonable adjustments.

- Research policy and practice with respect to inclusivity across the HE sector and more widely as appropriate and keep up to date with relevant legislation and guidance to inform LU practice and ensure effective compliance.
- Formulate an evaluation programme to enable the institution to demonstrate and evidence the success of any new inclusive practice initiatives.
- Communicate and liaise effectively across a wide range of audiences including internal and external stakeholders producing written reports for further analysis and narrative by senior colleagues.
- To support the Disability Service and Transitions Team on individual casework where needed, particularly with complex cases or at peak periods.
- To undertake any other duties as required.

