

**JOB DESCRIPTION**  
**Disability Advisor**  
**Vacancy Ref: A2690-R**

<b>Job Title:</b> Disability Advisor	<b>Present Grade:</b> 6P
<b>Department/College:</b> Student Wellbeing Services, SBS	
<b>Directly responsible to:</b> Deputy Disability and Inclusion Manager	
<b>Supervisory responsibility for:</b> Student volunteers	
<b>Other contacts</b>	
<p><b>Internal:</b>  Service users, staff in SBS (including the Assessment Centre, Counselling and Mental Health service, Funding team, Careers and the Student Registry), Facilities (including Accommodation), Safety Office, ISS, Library staff, administrative, academic staff and Disability Reps in academic departments and other staff in non-academic Departments and Colleges including College Wellbeing Officers and College Administrators.</p> <p><b>External:</b>  Includes; Educational Psychologists, Student Finance England and other funding bodies, teachers, parents, Equipment Suppliers, Support Work Agencies, Social workers and Social Services, medical professionals, Occupational Therapists, external Assessment Centres, Disability Services staff in other HEIs and other professionals working in the field of disability support and the National Association of Disability Practitioners (NADP).</p>	
<p><b>The Role:</b>  To provide a comprehensive advice, guidance and support service to disabled students throughout their academic lives, from recruitment to graduation, at Lancaster University. To implement and to facilitate the implementation of effective support for disabled students across the institution to meet our legal obligations towards disabled students in line with equality legislation; the Disability Advisor will work closely with the Deputy Disability and Inclusion Manager to ensure effective service provision, liaising with a wide variety of internal staff and external agencies and organisations to maintain service excellence.</p>	
<p><b>Major Duties:</b></p> <ol style="list-style-type: none"> <li>1. To provide support and guidance to students, often with complex support requirements, conducting appointments and drop-in sessions to provide help and advice to disabled students, assessing students' needs, determining and implementing support arrangements, assisting with funding applications, and monitoring progress. To liaise with staff across the University, medical professions and external agencies to ensure the effective implementation of support for disabled students.</li> <li>2. To be responsible for the maintenance of accurate administrative records for the Disability Service in line with University policy and the Data Protection Act. To ensure that Inclusive Learning and Support Plans for students are created and shared with the relevant staff across the university to enable the institution to fulfil its legal responsibilities towards disabled students in line with the Equality Act (2010).</li> <li>3. To work with staff across the University to promote inclusivity and to facilitate equal access to the curriculum and university facilities.</li> <li>4. To maintain Disability Service financial records and to monitor the service budget. To process financial transactions related to support and assessments for disabled students, raising relevant Purchase Orders and processing invoices, using Agresso financial reporting system.</li> <li>5. In conjunction with relevant colleagues to plan, develop and deliver training on general disability awareness, specific disabilities and inclusive practice.</li> <li>6. To keep up to date with disability legislation, funding eligibility and best practice in the sector to ensure effective compliance with the Equality Act 2010 and other professional guidelines.</li> <li>7. To contribute to the preparation and publication of promotional material and the development and maintenance of the Disability Service website and virtual learning environment.</li> <li>8. To assist with the supervision of student volunteers and mentors and casual non-medical helper staff monitoring their work and on-going support and development needs.</li> </ol>	

9. Where necessary to co-ordinate the work of administrative support staff and any other temporary members of the support team, co-ordinating activities to maintain effective service delivery.
10. To arrange and provide support and cover for other members of the support staff team during busy periods and holiday times.
11. To support events such as Open Days, promotion activities, induction events and programmes and graduation. This may involve occasional evening and/or weekend work.
12. To undertake any necessary training and development.
13. To undertake other duties commensurate with the grade of the post as directed by the Head of Colleges and Student Life.