

**PERSON SPECIFICATION**  
**Disability Advisor (Frontline)**  
**Vacancy Ref: N2338**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Application Form / Supporting Statements/ Interview *</b>
Educated to degree level or equivalent professional qualification or relevant work experience.	Essential	Application Form
GCSE A* - C Maths and English (or equivalent) as a minimum	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
Detailed knowledge of the HE context; understanding of student support, the challenges faced by different student groups (e.g. WP students, students with protected characteristics under the Equality Act etc.) and the role of inclusive practice, particularly in teaching and learning. Broad understanding of student funding and welfare. Commitment to ensuring equal opportunities.	Desirable	Supporting Statements/ 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, and to maintain confidentiality and Data Protection protocols as appropriate	Essential	Supporting Statements/ 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/ Supporting Statement/ 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 Statements/ Interview
Experience of effectively undertaking complex administrative processes and use of IT systems (including MS Office and	Essential	Application Form / Supporting

financial computer systems) to maintain records and to develop and support effective service delivery.		statements / 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. Experience of prioritising workload to meet competing deadlines and to manage complex case work.	Essential	Supporting Statements/ Interview
Experience of supporting students on placements or in practice education settings.	Desirable	Supporting Statements/ Interview
To convey an appropriate rationale and interest in applying for this particular post.	Essential	Application Form / Interview
Ability to work away from home for short periods on university business and to undertake occasional evenings and weekends (e.g. Open Days)	Essential	Supporting Statements/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 eg 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.