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**Job Description**

**Disability Officer**

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| **Person Specification:** |
| **Post:** Reporting to the Access and Lifelong Coordinator the Disability Officer will be  responsible for the following:   * Conducting needs assessments * Implementing universal design principles in all relevant settings * Approving and implementing reasonable accommodations for a wide variety of   students and communicating same to academic staff * Applying for external funding and managing procurement including e-tendering of   services * Ensuring all staff are provided with relevant training as required * Managing staff including, learning support tutors and education support workers * Liaising with external agencies and advocacy groups     **Essential Criteria:**   * A primary relevant degree and a relevant postgraduate qualification * Minimum of 5 years relevant work experience working with third level students or in an educational setting * Staff management experience. * Ability to demonstrate a comprehensive knowledge of disabilities and their effects in education. * Ability to read and interpret relevant professional reports * Knowledge of the range of reasonable accommodations/adjustments and the appropriate use of such accommodations/adjustments * Strong IT skills and demonstration of their application in an office management setting and process improvement * Excellent communication and presentation skills * Experience of communicating and networking with external bodies / groups /associations * Substantial experience of collaboration, within a third level setting, with colleges /schools, academic administration offices * Knowledge of relevant legislation and its implementation (e.g. Disability Act 2005, Equal Status Act 2000-2015) * Experience of applying for and managing external funding * Experience of budget management   **Desirable:**   * Relevant post-graduate qualification in Access and Equality. * Relevant educational testing qualification. * Extensive knowledge of higher educational institutions – courses, assessments, rules, processes and practices. * Knowledge of Assistive Technology and ergonomic devices. * Awareness of universal design and physical access issues * Awareness and understanding of new resources, practices and issues in the higher education sector. * Proven ability to initiate and successfully carry out project work. * Procurement experience in the e-tendering process and management of suppliers   **Other Skills and Competencies:**   * The nature of the post requires a refined degree of interpersonal skills, including the ability to interact comfortably with students of all ages as well as with staff at all levels and in all functional areas. * The Post Holder must possess the ability to be tactful and discreet and to handle all issues with sensitivity and confidentiality. |
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**Remuneration:** Salary Scale: €45,849 - €56,031

**Selection Procedures:**

Selection will be by interview and in accordance with procedures laid down by the Department of Education and Skills. Short-listing may take place. Applications for the post must be made on the Institute’s official application form and to reach the Institute not later than **12.00 noon on Friday 27th October 2017.**

**Note: The successful candidate will undergo Garda Vetting which is a condition of employment.** The Institute does not refund expenses incurred in relation to attendance at interview.

In line with the record retention policy of this Institute, paper records relating to the interview process are retained for a period of two years, at which point they are

destroyed. Should you wish to make any enquiries in relation to this particular

competition you will be required to do so within the next two years.

##### Letterkenny Institute of Technology is an Equal Opportunities Employer