

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Disability Liaison Officer Level: 6/7
Faculty/Division: DVCE Portfolio Department/Location: Student Experience

Primary purpose of the position:

The Disability Liaison Officer's (DLO) role is to assist in providing services & support to students with a disability and to provide advice on reasonable adjustments and inclusive education practices to students, general and academic staff at the University of Wollongong.

Position Environment:

Student Experience is a strategic priority for the University and is articulated specifically in Goal 2: Learning & the Student Experience (<http://www.uow.edu.au/content/groups/public/@web/@spq/documents/doc/uow135458.pdf>). We are focussed on delivering improvements to the UOW Student Experience through the development of improvement strategies based on evidence and data, implementation of improvement programs and innovative strategies to engage the student population.

Disability Services at UOW provides reasonable adjustment advice and support for current and prospective students with a disability or health condition to ensure that students with a disability realise their full academic potential despite their disability.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	% of Time	Office Use Only
1.	Determination of reasonable adjustments for students with a disability in consultation with all relevant parties and with utilisation of appropriate documentation. Includes monitoring of students' reasonable adjustments and implementation of changes as required	<ul style="list-style-type: none"> – Student retention and progress. – Full compliance with relevant legislation & university policies & guidelines 	40	<input type="checkbox"/>
2.	Liaison, negotiation and advocacy with academic and administrative sections of the University, and outside organisations, to support and promote transition, access to study and inclusive education practices for prospective students & students with a disability	<ul style="list-style-type: none"> – Effective transition & participation support for students with a disability – Enhanced skills & knowledge of UOW staff 	25	<input type="checkbox"/>
3.	Recording and maintaining required information & completion of reasonable adjustment documentation in line with relevant Federal and State legislation and university policies & guidelines.	Full compliance with relevant legislation & university policies & guidelines	20	<input type="checkbox"/>
4.	Contribution to the development, implementation & enhancement of university resources, programs & activities related to disability such as the UOW Disability Action Plan, UOW website, training programs, handbooks.	<ul style="list-style-type: none"> – Expanded range of resources and programs that support students with a disability at UOW – Enhanced skills & knowledge of UOW staff 	15	<input type="checkbox"/>

5.	Other duties as consistent with the classification of the position	As above	Ongoing	
6.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
7.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Manager Disability Services
The position supervises the following positions:	N/A
Other Key Contacts:	Director, Student Experience

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Student Support Advisors	To ensure timely support & implementation of reasonable adjustments for students registered to Disability Services. Daily contact.
Other services in Student Experience	Liaison & collaboration in service provision
Units within DVCE portfolio	Liaison & collaboration in service provision
Academic and general staff	Liaison & collaboration in service provision
ARD	Liaison & collaboration in service provision
Student Ombudsman	Liaison & collaboration in service provision

Key Challenges:

1. Provision of services, programs, resources, advice and support in a timely manner for students with a disability at UOW
2. Provision of reasonable adjustment & inclusive practice advice and support to university staff in a timely manner
3. Unpredictable and unexpected increases in workload in relation to caseload numbers and complexity.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated understanding of disability support practices and procedures, inclusive education, and flexible service delivery
- Detailed understanding of and the ability to apply Commonwealth and State legislation related to disability.
- Highly developed interpersonal, oral & written communication skills particularly in negotiation, advocacy, provision of information & advice and within a cross-cultural environment
- Demonstrated ability to collect information and advice from a range of sources and to develop a cohesive plan of action and support
- Ability to contribute to advisory, staff professional development activities & student support programs & projects
- Conflict resolution skills and the ability to problem solve in complex situations
- Strong organisational skills & demonstrated capacity for case management
- Competent computer skills and demonstrated understanding of assistive technology & equipment and alternative formats

SELECTION CRITERIA - Education & Experience:

Essential:

- Degree in the health sciences, education, social sciences or related fields with relevant experience in a disability related field
- Demonstrated experience in the assessment of the impact of a range of disabilities on learning

Desirable:

- Demonstrated experience in determining & evaluating reasonable adjustments for a range of disabilities within a formal education setting

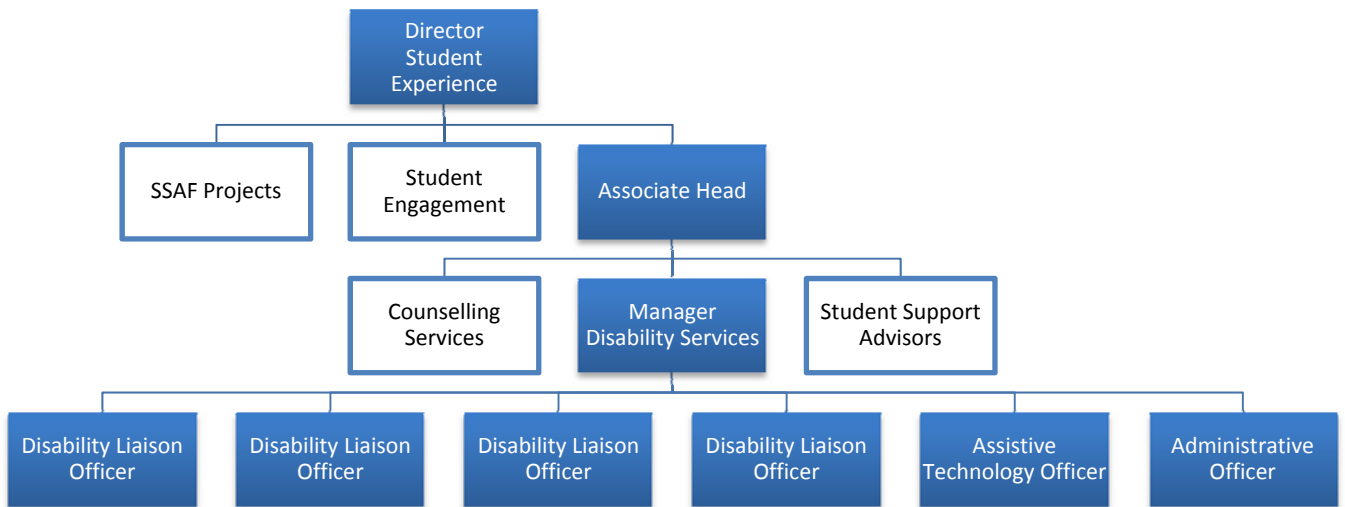
Personal Attributes:

- Demonstrated capacity to work in a highly professional manner as an individual and as a team member
- Ability to respect social and cultural diversity and to adhere to the university's equity and diversity policies
- Proven ability to work effectively under pressure
- Willingness to expand professional knowledge and skills
- Ability to adapt to changing environments
- Strong attention to detail

Special Job Requirements:

- Required to travel to other UOW campuses
- May be required to work additional hours during peak periods

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____