

POSITION DESCRIPTION

Position:	5010 Team Leader Accessibility and Inclusion
Work Area:	Student Services
Classification:	Level 8
Supervisor:	Manager, Student Wellbeing
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmentally sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF STUDENT SERVICES

Student Services is headed by the Academic Registrar and Director, Student Services and is part of the portfolio of the Deputy Vice-Chancellor (Academic) who is responsible for setting the vision and strategic direction for the UniSC student experience, student success and retention.

Student Services strives to provide a positive, transformational experience for all UniSC students and has a broad brief to deliver key initiatives and services that support students to succeed with their studies, thereby becoming lifelong learners and job ready graduates.

Student Services is comprised of three sections, each headed by an Associate Director: Student Business Services (SBS) provides administrative and academic support to core university functions including admissions, credit assessments, timetabling, enrolments, student finance, scholarships, progressions, graduations, and student systems. Student Experience (SE) provides UniSC-wide multi-channel student enquiry management, a business improvements team, as well as centralised student communications and orientation coordination for the university. Student Engagement, Success, and Wellbeing (SESaW) provides student learning, support and development services including counselling, disability services, safer communities, careers and employability, learning advice and student success.



Student Engagement, Success, and Wellbeing (SESaW) provides comprehensive services to promote student learning, development, and success. This includes academic skills development, personalised advising, employability, and career support, as well as wellbeing services such as counselling, safer communities, and AccessAbility and inclusion. Student engagement is fostered through Students as Partners activities, encouraging collaboration between students and the university to enhance learning and community connection.

PRIMARY OBJECTIVES OF THE POSITION

1. As an active member of the Student Engagement, Success, and Wellbeing (SESaW) management team you will collaborate, innovate, and foster an inclusive culture, to provide UniSC students with a positive and normalised service experience.
2. The position holder will work with key internal and external stakeholders to ensure best practice in inclusive education and diverse learning and teaching.
3. Oversee the AccessAbility Team to deliver an integrated service model to improve student engagement, success and wellbeing.

NATURE AND SCOPE OF POSITION

The Team Leader Accessibility and Inclusion is a pivotal role that champions best practice in inclusive education for students with diverse learning needs. This role ensures effective delivery of services and cultivates an inclusive teaching and learning environment that is aligned with the principles of universal design. Members of the SESaW management team are expected to assist one another, which may include work shadowing and interchangeable responsibilities.

KEY ACCOUNTABILITIES OF THE POSITION

Drive Service Development

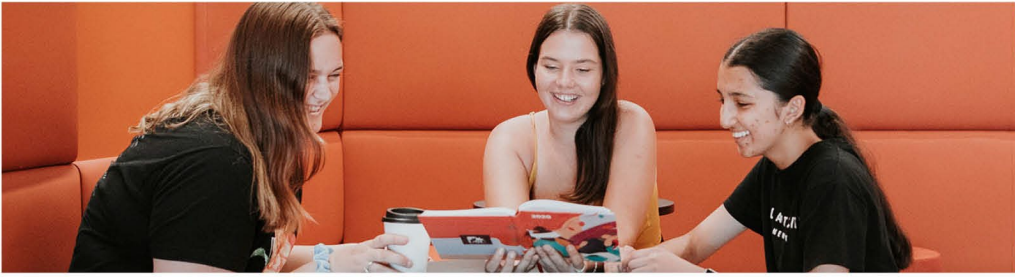
1. Lead the design, evaluation, and enhancement of services across multiple campuses to improve student engagement success and wellbeing, including diverse learning needs.

Oversight and Development

2. Supervise and coach the AccessAbility and Inclusion team, to keep apprised of, translate, and adopt best practice and effective sector trends.

Capability Building

3. Partner with university staff and student groups, especially those focused on disability and inclusion, to co-design strategies that boost participation and amplify seldom-heard voices.
4. Develop and deliver equity, inclusion, and disability awareness training to strengthen staff capacity across the university.



Strategic Advice

5. Provide expert advice to the Manager, Student Wellbeing, and relevant senior staff on student success, engagement, and wellbeing, ensuring alignment with the Disability Standards for Education 2005, Disability Discrimination Act 1992 (Cth) (DDA) and The Higher Education Standards Framework (Threshold Standards) 2021 (Cth).
6. Implement and monitor the University's Disability Access and Inclusion Plan

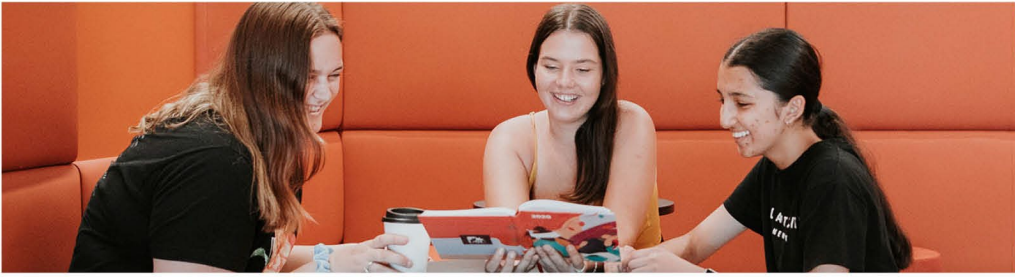
Evaluation and Reporting

7. Assess the value and impact of disability access and inclusion activities and prepare reports, including annual submissions for the Commonwealth.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. The successful applicant will possess postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience or a range management experience or an equivalent combination of relevant experience and/or education and training.
2. Provision of leadership and supervision to staff, that models, motivates and develops excellence in achievement and service culture.
3. Experience developing service plans, policies and reports to meet legislative and university requirements.
4. A comprehensive understanding of and commitment to equity principles, particularly with respect to reasonable adjustments and personal information disclosure, and principles of universal design as they relate to higher education.
5. Excellent staff leadership skills with the ability to:
 - embrace change with innovation, courage, and resilience; &
 - build high performance teams in a complex working environment to ensure maximum productivity is achieved against specific delivery targets.
6. Excellent communication and interpersonal skills including the capacity to negotiate and gain cooperation from a broad range of clients. Proven skills in building constructive relationships with stakeholders both within and external to the higher education sector.
7. Knowledge of current issues in student services in Australian higher education, including legislative requirements, including the Disability Discrimination Act 1992 (Cth), Disability Standards for Education 2005 and UniSC Policies and Procedures to provide education and expert advice to University staff.



8. Experience in developing and delivering training on equity, inclusion, and disability awareness to build staff capacity in these areas.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.