POSITION DESCRIPTION

Position Title: Student Adviser, Disability, Diversity & Inclusion
Organisation Unit: Student Services
Position Number: TBC
Type of Employment:
Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Deputy Vice-Chancellor (Academic) (DVCA) is a member of The University’s senior executive, and is responsible for the University’s commitment to providing high-quality teaching and learning, and enhancing the UQ student experience.

The Student Affairs Division falls within the DVCA portfolio, which brings together central units that provide operational, corporate, and pastoral support for all aspects of the student lifecycle.

The Division is a key driver in enhancing the UQ student experience, and retention, success, and employability. It has two operational arms: the Student Services Directorate, and the UQ Student Employability Centre. The Division also manages the University’s day-to-day relationship with UQU, and student accommodation providers, and works with UQ Health Care to ensure medical service provision for students.

In response to feedback that various and disparate services across UQ can be difficult to navigate, the Division is seeking to take an holistic approach to its own services, and subsequently assist more broadly across the University. This role is a new position to begin that process.

The Student Employment Centre is custodian of the UQ Student Employability Strategy, and co-ordinates and promotes the distinctive features of the UQ student experience including the ‘UQ Employability Award’, leadership, global mobility and undergraduate research experiences, and provides supports to enable students to translate, articulate and transfer these experiences into the workplace.

The objective of the Student Services Directorate is to provide a range of services and support functions that enhance the student experience and assist in ensuring student success.

The current initiatives run by Student Services fall into a number of areas:

- Advice Teams | The focus is on enabling student success through providing general and specialist support including accommodation, disability, diversity and inclusion, general welfare and international student advice.
- Learning Development Team | The focus is on supporting student success through online, group and one to one initiatives to enhance academic and learning skills for students.
- Counselling Team | The focus is on providing an opportunity for enrolled students to access professional counselling so that they may better develop and fulfil their personal, academic and professional potential.
- Student Experience Teams | The focus is on delivering projects that help students make connections and partnerships that enhance their experience at UQ. The work of this team will provide opportunities for students to build a sense of belonging and support within UQ.

Services are delivered across the St. Lucia, Gatton and Herston campuses.

Information about the Directorate may be accessed on the Student Services web site at http://www.uq.edu.au/student-services
Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

To develop and guide students with a disability to optimise their learning experiences during their studies. The position will work as part of a larger team in the Learning Hub, who will present services, across the University’s campuses, and work closely with other key providers including Student Counselling, the Libraries and most importantly the Faculties.

Duties

Duties and responsibilities include, but are not limited to:

- Oversee, co-ordinate and implement strategies to support students with a permanent or temporary disability, including illness and injury, during their studies
- Provide advice and guidance to students with a disability to enable them to negotiate adjustments to their academic programs in accordance with their needs
- Provide advice to University staff on requirements, within the University environment, for students with a disability and formulate strategies to address these requirements
- Consult with the University’s academic and professional staff on matters relating to student disability and provide advice on reasonable accommodations within the academic and employment environments
- Prepare students with a disability for transition to university study
- In collaboration with Learning Advisors develop and present programs with strategies to enable students with a disability to develop as independent learners,
- In collaboration with ITaLi, ASD and Faculties develop materials, using a range of delivery methods, that develop UQ staffs' knowledge of their rights and responsibilities that can be applied to supporting students with a disability
- Any other duties as reasonably directed by your supervisor
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct

- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Manager, Disability Services.
SELECTION CRITERIA

Essential

- A degree in a relevant area (e.g. Social Work, Sociology, Behavioural Science, or Psychology) and at least four years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education and training;
- Ability to exercise critical judgment and provide relevant advice to staff at all levels.
- Ability to develop and present strategies to assist students with a disability to be actively engaged with their studies and strive to be independent learners.
- Skills to work in an electronic environment and deliver on-line web enabled information.
- Experience in establishing, developing and maintaining relationships with those outside the immediate work unit, who work directly with students with a disability, such as academic and administrative staff.
- High-level communication and interpersonal skills.
- Ability to work co-operatively as a member of a team.
- Tact, discretion and ability to maintain confidentiality.

Desirable

- Sound knowledge of the University’s obligations under legislation governing discrimination and disability standards for education.
- Registration or accreditation with a relevant professional body will be highly regarded.
- General knowledge of the Australian higher education sector and its current issues.
- Practical experience in dealing with people negotiating adjustments to academic programs.
- Knowledge of issues related to university studies: transition from secondary school study and/or work to university, the first year experience, and adapting to the University environment.

The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women. This role is a full-time position; however flexible working arrangements may be negotiated.