

Disability Liaison Officer

Student Safety and Wellbeing
Division of Student Services

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	After-hours work sometimes required
Nature of Employment	Fixed Term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	December 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Student Services

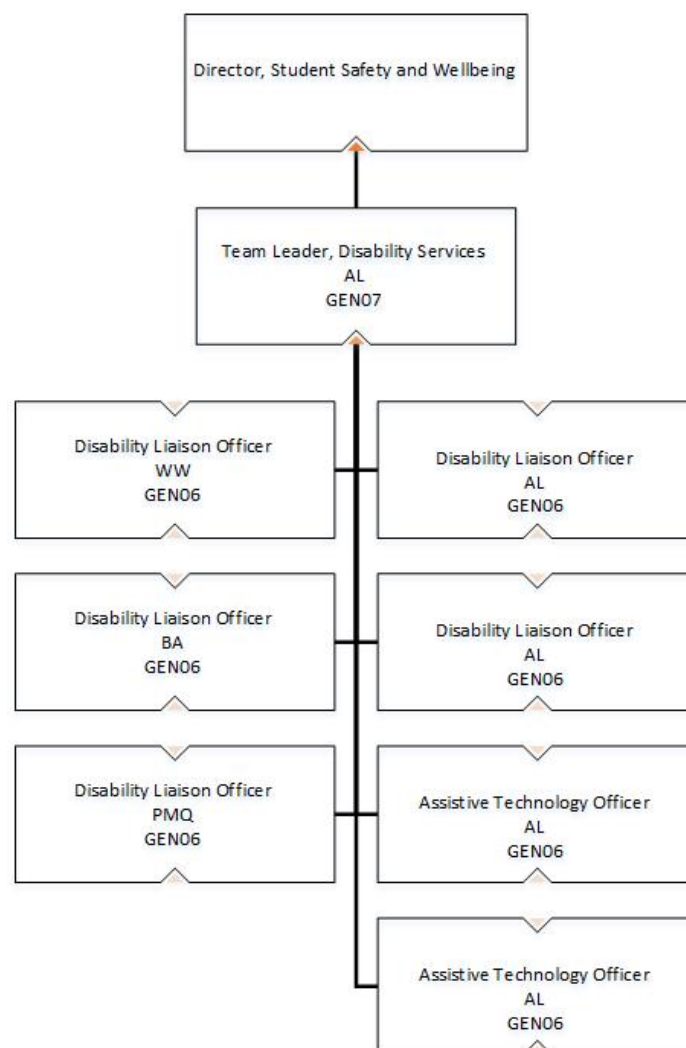
Charles Sturt University develops far-sighted people with a holistic world view who help their communities grow and flourish. Acknowledging the culture and insight of Indigenous Australians, CSU's ethos is clearly described by the Wiradjuri phrase: 'yindyamarra winhanga-nha' ('the wisdom of respectfully knowing how to live well in a world worth living in').

Staff in the Division of Student Services work collaboratively with Faculties and Divisions to enhance students' University experience. We recognise that a successful transition into University depends upon a holistic approach involving academic and social integration. Through inclusive practices, we build aspiration levels for Higher Education, enhance participation in chosen courses of study, and enable people to make smooth transitions into University and into the workforce.

The Division of Student Services ensures a positive correlation between a collegial, humanistic approach to student success and creates an authentic, down-to-earth and welcoming student experience. The Division contributes to the student-centred approach, student retention strategies and student satisfaction objectives of Charles Sturt University, to lead industry best practice.

The Division of Student Services incorporates the following units: Study Skills, Indigenous Success, Participation and Pathways, Student Communications, Student Safety and Wellbeing and UniLife.

Organisational Chart



Reporting Relationships

This position reports to: Team Leader, Disability Services

This position supervises: Not Applicable

Key Working Relationships

- Students of Charles Sturt University
- Student Safety and Wellbeing Directorate
- CSU Faculty and School Staff
- CSU Divisions, Offices and Centres Staff
- CSU Study Centres and CSU Partner Institutes;
- Division of Student Services

Position Overview

The Disability Liaison Officer, under the direction of Team Leader, Disability Service, will be responsible for the implementation and evaluation of a range of services, provided in an inclusive and holistic approach, to enhance the student experience for students with disabilities.

Principal Responsibilities

Work collaboratively with Faculties and University staff to:

1. Advise, develop, implement, review and report against individual study access plans in accordance with University policy (including the Disability Action Plan), strategies and relevant government legislation specifically relating to Disability Discrimination legislation and disability standards.
2. Develop, implement, evaluate and report on proactive services and resources that support student's successful transition to and subsequent success at University;
3. Advocate for students and provide professional and timely responses to student enquiries related to their University experience;
4. Enable appropriate referral to other services and liaise within the University and community to enhance access, participation and awareness opportunities for students with a disability;
5. Develop recommendations, training and support initiatives that improve staff and student capabilities to enhance the student experience;
6. Coordinate and support the alignment of initiatives and embed these into University practices;
7. Other duties appropriate to the classification as required.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A degree normally with 2 or more years' subsequent relevant experience; or an associate diploma with at least 4 years' subsequent experience in working with people with a disability, or an equivalent level of knowledge gained through any other combination of education, training and /or experience.
- B. A demonstrated understanding of Disability Legislation and Education Standards as it applies to student needs in the tertiary education sector, especially in the field of disability advocacy, support and case management.
- C. Proven ability to demonstrate initiative, and independently prioritise work to manage a caseload of students who could be studying at a local campus, or online with minimal supervision.
- D. Demonstrated strong negotiation skills in order to achieve high-quality outcomes for students and staff.
- E. Proven experience in the use and application of information technology. For example, Microsoft Office suite, experience in using customer relationship management.

Desirable

- F. A qualification in allied health.

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program at commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at <https://www.csu.edu.au/about/policy>.

The following links are listed from the [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)