

JOB DESCRIPTION / TE WHAKAATURAKA MAHI

Position Title <i>Te tūraka mahi</i> : Accessibility Services Advisor	Area <i>Te Tari</i> : Learner Services
Reports to (title) <i>Ka whakaratatia e</i> : SS Team Leader	SP10 placement : D Band

Primary purpose *Te take matua*

To provide day to day support for students to succeed in their studies, implement solutions that enable students to study as independently as possible.

Accessibility support provides advice and information to students with permanent, recurring or temporary impairments. This role will work in partnership with schools, lecturers and students to ensure there are a range of services that encourage students with impairments to continue with their studies and be successful.

A range of assessments, interventions, appropriate referrals will be provided for learners.

You will ensure ongoing working relationships are grown and maintained with academic departments, other Services and Otago Polytechnic Student Association. Models and tools that are learner centric and aligned with Otago Polytechnic’s Values and Strategy will be utilised in this role.

Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position, what is achieved, and the approximate percentage of time involved.

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome <i>Kā hua</i>	% of time <i>% o te wā</i>
Accessibility Support		50%
<p>Provide a supportive environment ensuring students feel welcome</p> <p>Assess and provide support. Promote support available. Create a welcoming learning environment and provide opportunities for students to meet</p>	<ul style="list-style-type: none"> A support plan will be in place for all students who identify with a disability prior to or within the first two weeks of study Accessibility Advisor will attend orientation activities Provide an opportunity for students to meet the learning advisors in a forum which enables all students to access information 	Ongoing
<p>Evaluate Disability Support</p> <p>Guide students to appropriate support, evaluate and analyse</p>	<p>Expected Outcomes – Kā hua tūmanako</p> <ul style="list-style-type: none"> Student access appropriate support All students are contacted either prior to starting classes or within the first two weeks 	Ongoing



<p>the range of disabilities and documentation from relevant professionals.</p>	<ul style="list-style-type: none"> • Information provided within the first two weeks is to be discussed with relevant programme managers • Place appropriate support for the student by ensuring we do not work against the strategies documented by the professionals. • Protect the integrity of the student’s study • Justify any flexibility and accommodations for academic assessments • Attend team meetings and keep Student Success informed 	
<p>Provision of Support Communicate with teaching staff, recommend alternative arrangements for students, develop resources, manage specialist equipment and provide students with a Peer Tutor</p>	<p>Expected Outcomes – Kā hua tūmanako</p> <ul style="list-style-type: none"> • Communicate success plan to teaching staff • Alternative arrangements put in place in consultation with appropriate staff from school • Appropriate resources developed • Keep equipment list up to date and reviewed annually. Request budget consideration if new items are required prior to August of each year. • All students receive monthly contact. Student activity monitored and followed up as necessary • Provide special attention to students within 3 months of finishing and provide fortnightly contact to ensure success • Manage the peer tutors / Contracts / timesheets and evaluations 	<p>Ongoing</p>
<p>Team Provision</p>	<ul style="list-style-type: none"> • Work co-operatively with student service staff to present induction programs and other identified workshops for students or staff as required 	
<p>Other Duties</p>	<ul style="list-style-type: none"> • Perform and complete any reasonable duties requested by Team leader 	<p>Ongoing</p>
<p>Observe principles and practices of Equal Employment Opportunity and Diversity</p>	<ul style="list-style-type: none"> • Fair treatment in the workplace is delivered and observed 	<p>Ongoing</p>
<p>Fulfill WH&S responsibilities, accountabilities and authorities as outlined in the WHS Policy.</p>	<ul style="list-style-type: none"> • Achievement of a healthy and safe work and learning environment • New and existing hazards will be pro-actively identified and managed • Incidents, accidents and occupational illnesses immediately reported • Safe work methods will be adhered to including the use of Personal Protective Equipment 	<p>Ongoing</p>



<p>Demonstrate the Otago Polytechnic Values (Caring / Manaakitaka, Courage / Māia, Accountability / Takohaka and Empowerment / Whakamanataka) on a daily basis</p>	<ul style="list-style-type: none"> Alignment to Organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes 	<p>Ongoing</p>
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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.

Key working relationships <i>Kā honoka mahi matua</i>	
Key working relationships <i>Kā honoka mahi matua</i>	Nature and purpose of contact <i>Te āhua me te take o te honoka</i>
Student Success Team, Academic Staff, Student Health, External agencies	
Team Leader Student Success, Director Learner Services	

Decision making authority <i>Kā rakatirataka whakatauka</i>	
Decisions expected <i>Kā whakatauka tūmanako</i>	Recommendations expected <i>Kā taunaki tūmanako</i>
NA	

Position dimensions *Kā āhuataka tūraka*

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** NA
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

Selection Criteria – Knowledge & Skills *Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka*

Essential:

- Learner centred with a strong service ethic;
- Collaborative, with the ability to develop and maintain effective professional relationships with colleagues
- Critical thinking and problem solving skills relevant to position;
- Effective communicator both written and spoken
- Flexible, adaptable and professional during uncertainty and ambiguity

Desirable: Knowledge of and adhere to Health and Disability Code of Rights (2009), and the Ministry of Health – Real Skills (2008)

Selection Criteria – Education and Experience *Whakariteka Kōwhiritaka - kā kuraka me kā wheako*

Essential: A relevant Bachelors degree qualification or equivalent; Social Services, Disability, Mental Health, Occupational Therapy, Social work, Counselling or equivalent

- Proven experience in providing high quality customer service
- Proven experience in a tertiary environment is preferred
- Experience working with a wide range of people in in a one to one situation
- High level of computer literacy especially in Microsoft word, excel and email
- Technology savvy with the ability to interact with communication platforms
- Experience working with people with a disability as well as a wide range of people desirable
- Knowledge and awareness of issues for students in tertiary education is preferred
- Knowledge of issues and relevant legislation is desirable
- Conversational skill in New Zealand Sign Language is desirable

Desirable:

- Experience working in the tertiary sector
- Experience in social service, disability, health or education fields

Personal Attributes *Kā Āhutatanga Whaiaro*

- Interpersonal Communication
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills.
- Initiative, enthusiasm and a positive attitude.
- Able to work in a self-leading team environment
- Ability to maintain confidentiality
- Ability to work independently and manage your own work load as well as work collaboratively as part of a team
- Ability to exercise sound judgement
- Ability to work in a flexible way with a wide variety of people

This position description outlines the key 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.