

## Role Specification

### Disability Liaison Officer

Responsibilities:

- Circulate relevant information to appropriate interested parties, for example, potential training attendees, and those requiring updated information in other areas
- Develop an information resource within the College/Dept/ Faculty of facilities, support and equipment available for disabled people
- Update the Access Guide whenever a change is made within your area of responsibility and communicate any change to the DRC.
- Be the named contact for enquiries and, as the named contact, be easily identifiable and encourage 'confidential' contact (this would not involve being an 'expert' but being prepared to field enquiries)
- Be aware of the Equality Act (2010) and associated legislation (e.g. the Autism Act 2009) and how it relates to disabled people, particularly disabled students and staff
- Be aware of University policies and how they relate to disabled people, for example, the Code of Practice relating to reasonable adjustments for students.
- Signpost to other sources of support
- Keep the DRC informed of new disability-related developments in their areas of work, for example new equipment, new access requirements and success stories
- Provide feedback on the needs of colleagues, for example in terms of training, information and advice

## DLO Resources and Support

The DLOs will be supported through:

- Back-up support from the DRC team including
  - support from the Disability Development Consultant (Kirsty Wayland) /Head of DRC (John Harding) during office hours
- Twice yearly meetings with presentations which are relevant to disability and education, and which provide DLOs with the opportunity to feedback, update on matters of interest and to share good practice
- A monthly email digest during term time highlighting news about disability and higher education