

Position Title	Manager, Student Disability and Accessibility
Group/Portfolio	Student Life, Student Wellbeing and Accessibility
Classification	HEW 9
Position Number	00057446
Reports To	00060333 - Director, Student Wellbeing and Accessibility

1.0 Position Purpose

The Manager, Student Disability and Accessibility provides advice on disability matters to the University and support to senior officers, on policy and reporting matters relating to students with disabilities. The role leads and develops a specialist team, provides advice to senior officers and University stakeholders, builds partnerships across the University, and maintains effective engagement with relevant government, sector and professional bodies to support equitable access, participation and success for students with disability. The Manager contributes to institutional disability inclusion, accessibility, policy, governance, legislative compliance and relevant government funding and reporting requirements.

While the position may be based at either the Brisbane South (Nathan) or Gold Coast campus, regular travel to other Griffith University campuses is expected.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications at least at postgraduate level, or an equivalent combination of relevant skills and experience.
- Lived experience of disability is highly valued in this role.

3.0 Key Responsibilities

- Lead, manage and develop a specialist team delivering high-quality, consistent and student-centred disability and accessibility services across the University, including case management and the coordination of reasonable adjustments.
- Provide information and assistance to students and staff regarding application of student inclusion principles and policies, and to staff regarding policy development.
- Build effective strategic and operational partnerships across academic and professional areas to identify and address barriers to access, participation and success for students with disability.
- Provides strategic support and advice to senior officers across the University to promote the achievement of University objectives.
- Provide expert advice and contribute to University-wide initiatives that improve the accessibility and universal design of learning, digital, communication and service environments.
- Manage and monitor the Deaf Student Support Program (DSSP) including

provision of services to external clients and the related income stream.

- Support the University's implementation and management of the Higher Education Disability Support Program, including the Disability Support Fund, through operational reporting, budget oversight, subject matter advice and contribution to governance and compliance processes.
- Lead the continuous improvement of systems, processes and service models supporting students with disability, using data, evaluation, emerging practice and sector developments to improve accessibility, service quality, efficiency and student outcomes.
- Report on strategic and operational activities relating to students with a disability across all campuses.
- Maintain effective relationships with relevant government, sector and professional bodies, monitor emerging policy and practice, and represent the University in disability and accessibility forums as required.
- Monitor and evaluate activities for disability inclusion across the University to ensure they support the achievement of the University's goals and report outcomes of such activities to the Equity Diversity and Inclusion Committee and the Disability Governance Committee and relevant senior offices
- Provide specialist advice and contribute to the fair, timely and student-centred resolution of complex disability-related matters in accordance with University policies and procedures.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).