

POSITION DESCRIPTION



Assistive Technology Advisor



POSITION DETAILS

Position Title	Assistive Technology Advisor
Classification	HEW Level 6
Position Number	7015855
School/Office	Library
Division	Education and Students

POSITION PURPOSE

The Assistive Technology Advisor is responsible for providing information, training, and coordinated support to ensure university-approved assistive technologies meet the identified requirements of university students and staff with a disability. This involves providing expert advice for staff in Disability Services and Information Technology and Digital Services (ITDS), staying current with emerging assistive technologies, sourcing appropriate technologies managing assistive technology assets, and evaluating their effectiveness to inform continual improvement.

As part of the Library Student Skills and Engagement team, the Assistive Technology Advisor delivers training and coaching to Disability Service and ITDS staff to build and enhance assistive technology capability across the university. The Assistive Technology Advisor also oversees student access rooms in partnership with Disability Services, ensuring they provide safe and supportive study environments that meet diverse learning needs. This position plays a key role in enhancing collaboration between the Library, the Student Disability Service and ITDS.

KEY ACCOUNTABILITIES

1. Develop training modules/self-help resources for university-approved software.
2. Provide consultation services and training for students and/or staff regarding assistive technologies.
3. In consultation with the Disability Advisors, respond to requests to load software onto the computers of students or staff with a disability, including determining the suitability of assistive technologies.
4. Maintain software, equipment and database of software licenses.
5. Collaborate with Disability Advisors and IT support staff, by providing expert advice and training about assistive technology.

6. Organise specialist assistance, equipment and assistive technology from internal sources and external agencies as required.
7. Evaluate the impact and effectiveness of assistive technologies used by university students and staff.
8. Ensure appropriate management of student records, including confidentiality requirements as stated in the Privacy Act.
9. Liaise with relevant staff across the University e.g. Assessment and Graduation Unit, Information Technology and Digital Services and Capital Works and Facilities to jointly address matters related to improving students' assistive technology needs.
10. Undertake administrative tasks relevant to the position e.g. create monthly activity reports and process Reasonable Adjustment Plans (ARAPs) to ensure library services are equitable for students with diverse learning needs.
11. Collaborate with Disability Service to ensure student access rooms in the Library and university provide safe study spaces to support student learning.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Degree qualifications in Information Technology, Social Sciences or related discipline or at least 5 years' experience of working in a role concerned with promoting, implementing and supporting assistive technology with a wide range of clients with a disability.
2. Training/teaching experience including capacity to adapt and implement training programs to meet the needs of both staff and students regarding assistive technologies.
3. Demonstrated up to date knowledge of assistive technologies pertaining to a diverse range of disabilities and familiarity with IT specific language to facilitate communication with other IT professionals.
4. Extensive understanding and sensitivity to the range of issues experienced by people with a disability.
5. Well-developed communication and interpersonal skills including the ability to present information in reports and proven ability to liaise with a diverse range of people both internally and externally and facilitated by demonstrated problem solving and conflict resolution skills.
6. Proven ability to work autonomously, ability to organise and monitor own workload, prioritise, and meet objectives whilst maintaining professionalism, effectiveness and accuracy whilst contributing and working within a team environment.
7. Exceptional student support skills and demonstrated ability to communicate professionally and respond appropriately to people of all backgrounds and culture and in various situations.

KEY RELATIONSHIPS

- **This position reports to:** Library Learning Programs Manager
- **This position supervises:** Nil
- **Key internal relationships:**
 - Other teams within the Library
 - Campus Support Manager, North West: Students and staff with disabilities
 - Disability Advisors
 - Head, Student Disability Service
 - School Academics
 - School Disability Co-ordinators
 - Student Services
 - ITDS staff
- **Key external relationships:**

- External agencies which provide assistive technology to people with disabilities
Professional networks such as:
 - Austed-listserv, Australian Tertiary Education Network on Disability (ATEND)
 - Assistive Technology Community of Practice

CHALLENGES

- Keeping abreast of developments relevant to assistive technologies for students with disabilities
- To adapt training requirements to meet a diverse range of students with varying abilities and skill levels
- Extensive travel between University campuses
- Balancing direct client training and support with other aspects of the role
- Enhancing the understanding of School Academics of the effects of disabilities, capacity of technology and resulting impact on students' studies and ability to succeed

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: