UNIVERSITY OF WARWICK

**Job Description**

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| Job Title | Library Accessibility Specialist |
| Department | Library |
| Grade | 4 |

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| Job purpose (a brief summary of the role) | To act as the central point of contact for Library services across all Library spaces, providing advice and support for disabled students, promoting best practice across the Library in the provision of inclusive services, developing staff training and focused awareness raising events.<br><br>To contribute to the development of relevant Library policies and procedures. |
| Duties and responsibilities | ▪ To act as the central point of contact for Library services across all Library spaces, providing advice and support for students with disabilities, promoting inclusive practice and helping the University to fulfil legal requirements.<br><br>▪ To provide basic support on the use of a range of assistive technology available in the Library and across the University network and making recommendations for service improvements and assistive software purchases.<br><br>▪ To develop and deliver appropriate training related to supporting students with disabilities to Library staff and encourage the sharing of best practice. Working collaboratively with Library colleagues and teams to deliver customer service excellence in this area. Supporting user experience activity in this area and making recommendations for service improvements.<br><br>▪ To review and develop accessible service information for the library website, and other communication channels e.g. social media. To organise and host events within the library to promote Disability awareness and to promote Library Services.<br><br>▪ To collaborate with Wellbeing Support Services staff and relevant student groups to collaboratively respond to student support needs in the Library, acting on student feedback, referring students to specialist services within the University as appropriate.<br><br>▪ To contribute to the development of relevant Library policies and procedures to meet the individual needs of students to ensure the consistency of provision and support.<br><br>▪ To undertake continuous personal and professional development, and to keep up to date with all training and maintain knowledge of legislation relating to disability and to participate in networks outside of the library and develop contacts with professional bodies, library staff and other relevant colleagues at other Higher Education institutions.<br><br>As required, carry out any other duties commensurate with the role. |

**Person Specification**

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

| Essential Criterion No. | Essential Criterion Description | Measured by |
|---|---|---|
| E1 | Educated to degree level or equivalent or skill level equivalent to qualifications or experience equivalent. | A |
| E2 | Training or significant relevant experience in disability. | A & C |
| E3 | Ability to demonstrate relevant previous experience of working with disabled students with disabilities in further or higher education. | A & C |
| E4 | Experience of applying a variety of communication styles. | A & C |
| E5 | Recent experience of supporting young people in a further or higher education environment. | A & C |
| E6 | Experience of working across teams and support continuity of practice. | A & C |
| E7 | Experience of working proactively and responsively to benefit students. | A & C |
| E8 | Working knowledge of relevant legislation. | A & C |
| E9 | Competent in using Microsoft Office, and ability to work with assistive technology software and related equipment. | A,B & C |
| E10 | Effective interpersonal skills as well as excellent verbal and written communication skills. | A,B & C |
| E11 | Commitment to the delivery of a high-quality customer-focussed service. | A & C |
| E12 | Adaptable and flexible attitude to duties and responsibilities. | A & C |
| E13 | Ability to demonstrate collaborative working and supporting continuity of practice. | A & C |

| Desirable Criterion No. | Desirable Criterion Description | *Measured by* |
|---|---|---|
| D1 | Experience of working with Assistive Technology. | A & C |