



Position Description

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| Position Title: Accessibility & Inclusion Advisor | Classification: Bond Level 6 |
| Faculty/School/Office: Student Success and Wellbeing | Date Position Classified/Updated: January 2025 |

Purpose of the Position:

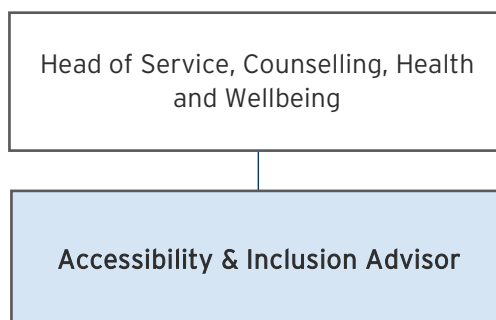
The Accessibility and Inclusion Advisor is responsible for providing expert advice and guidance to support the implementation and monitoring of diversity and inclusion initiatives. The Advisor will provide proactive outreach, recommendations and practical support to educators, professional staff and directly to students, with the aim of enabling equitable access to the study and work environment and a high-quality university experience.

The Accessibility and Inclusion Advisor will provide expert guidance on appropriate measures to support initiatives which focus on promoting inclusivity in relation to disability and physical and psychological health conditions, diverse gender and sexuality identities, and diverse religious, cultural and linguistic backgrounds. The Advisor will work to support the wider university community to build understanding and capability, enabling university staff to implement inclusive practices and co-design inclusive initiatives that align with and promote Bond university's vision, strategic objectives, and values within their own areas of responsibility.

The role seeks to work alongside university partners in faculty and central teams to strengthen Bond University's ability to deliver an outstanding university experience for all students and staff. The incumbent will have tertiary sector expertise in inclusion, diversity and equity, including a comprehensive understanding of relevant legislation, connections within the sector network, access to good practice resources, with outstanding communication and collaboration competencies, and the ability to lead enterprise wide strategic projects to achieve the university's desired outcomes.

Reporting Relationship:

This position reports to the Head of Service, Counselling, Health and Wellbeing:



Selection Criteria:

- Completion of a relevant tertiary qualification and significant experience in a inclusion, diversity and equity role within the educational sector.
- Demonstrated experience in leading the development of strategy and policy frameworks that align to relevant legislation, a sound knowledge of principles of universal design in learning and teaching environments, and experience in supporting the implementation and monitoring of diversity and inclusion strategies and initiatives.
- Experience in gap analysis and assessment of risk in relation to access and inclusion, and capacity to provide expert guidance and source relevant good practice examples and resources to provide practical and viable solutions to presenting challenges.
- Highly developed communication skills, with experience in leading, project managing, influencing and collaborating to achieve high quality, timely outcomes at an institutional level.
- High developed presentation skills with experience in providing information and training to small and large groups, designing training resources to support capacity building of staff and designing user friendly and practical resources aimed at assisting prospective and current students to navigate the university environment and access reasonable accommodations and adjustments.
- Demonstrated knowledge of wide range of physical and technological accessibility and inclusivity solutions, and universal design principles and practices which facilitate reasonable accommodations and adjustments in a tertiary setting.

Desirable Criteria:

- Work, Health and Safety and Risk Assessment knowledge.

| Competency | Responsibility |
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| Liaison with Students | <ul style="list-style-type: none"> • Ensure the provision of current information and advice to prospective and current students, and University staff, regarding registration, eligibility for support, and targeted services available for students at Bond. • Assess the impact of each student's access needs and coordinate the provision of reasonable accommodations and adjustments to ensure individual students who require access and inclusion measures to enable equal opportunity in accessing and participating in university life. • Consult students and relevant staff about suitable adjustments, and coordinate resources to ensure the adjustment is made in a reasonable time. Maintain electronic case notes for clients. Regularly review cases and ensure individual students are being supported through their primary points of contact. • Maintain a comprehensive, current knowledge of the institution business and facilities to enable provision of attainable, targeted and evidence-based solutions to student needs. • Provide expert guidance to Faculty educators and professional staff in relation to complex diversity and inclusion matters. • Contribute to diversity and inclusion initiatives and promote the celebration of specific events to ensure awareness and engagement across the organisation including Bond Together. • Develop strong rapport and maintain a collaborative and solution focused partnership with all stakeholders within the University. • Provide information/training sessions on disabilities policy and processes for staff, both professional and academic. |

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| | <ul style="list-style-type: none"> Actively build, maintain, facilitate, and collaborate with key internal and external stakeholders to raise awareness and keep up to date with diversity and inclusion practices. Maintain strong connections to and actively engage with the sector network community to ensure access to information on best practice and for benchmarking purposes. |
| Bond Staff | <ul style="list-style-type: none"> Contribute to diversity and inclusion initiatives and promote the celebration of specific events to ensure awareness and engagement across the organisation including Bond Together. Develop strong rapport and maintain a collaborative and solution focused partnership with all stakeholders within the University. Provide information/training sessions on disabilities policy and processes for staff, both professional and academic. Actively build, maintain, facilitate, and collaborate with key internal and external stakeholders to raise awareness and keep up to date with diversity and inclusion practices. |
| External liaison | <ul style="list-style-type: none"> Maintain strong connections to and actively engage with the sector network community to ensure access to information on best practice and for benchmarking purposes |
| Administrative, Policy & Process development | <ul style="list-style-type: none"> Manage administration associated with the role and manage time and workload effectively and efficiently Implement and monitor diversity and inclusion strategies and frameworks to ensure the achievement of TEQSA requirements and Disability Standards for Education. Produce data analytics and reports to enable the review of student metrics related to access and inclusion and prepare faculty specific and institutional wide reports as required. Provide recommendations for and contribute to the development of policy, procedures, guidelines and training resources that build overall institutional capability in the area of inclusion, diversity and equity. |
| Understanding of Quality Assurance | <ul style="list-style-type: none"> Demonstrate an understanding of the principles of quality assurance and embed a culture of continuous improvement in relation to remit of the role. Demonstrate an ongoing commitment to and alignment with the Bond University Strategic Plan, university policy and to our quality assurance processes. |
| Promoting Safe and Respectful Communities | <ul style="list-style-type: none"> Practice and role model empathy, mutual respect, tolerance and cultural competency in all professional interactions. |
| Understanding of WHS Responsibilities | <ul style="list-style-type: none"> Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable). |

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.