

Position Title	Disability Liaison Officer
Portfolio	Student Experience
Division	Disability Support
Department/Cost Centre	Disability Support - 05130
Classification	Specialist Staff Level 5
Position Number/s	102501
Reporting to	Manager – Disability Services
Provides Coordination to	Disability Support Workers

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Division of Disability Support encompasses South West Disability Services (SWDS) as a subsidiary of South West TAFE across all South West TAFE Campuses.

The Division supports students whom identify as having a disability, mental health and/or medical condition. Holistically working to promote equity and inclusion during a student's educational journey with South West TAFE.

South West Disability Services is registered to deliver services through the National Disability Insurance Scheme. SWDS has a strong team that supports members of the South West community through a person-centred approach to empower and provide supports that meet their individual aspirations.

Position Overview (Your Opportunity)

The Disability Liaison Officer (DLO) is a point of contact within the organisation for apprentices and students who share disability, mental health and/or medical conditions; empowering a positive and active student engagement journey.

The DLO works holistically with the student, community and greater organisation to provide advice and modifications while supporting the implementation reasonable adjustments. The DLO is integral in exploring ways to actively promote and enhance access, equity and inclusion within SWTAFE.

The position also liaises with funding bodies, employers and relevant teaching employees to ensure that the student and teacher have access to appropriate support mechanisms and innovative approaches.

Key Accountabilities

All South West TAFE employees are required to act and work in the best interest of the organisation, as such every team member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Mentor, monitor and support the team of Disability Support Workers to apply best practice methods to empower students on their educational journey and reduce barriers
- Explore opportunities to grow the Disability Support team through the recruitment, contracting, inducting and on boarding of new Disability Support Workers. Ensure that external contracts are developed for the recruitment of external supports across the state and greater states.
- Work alongside SWTAFE teaching and specialist divisions, to provide specific advice and guidance on potential impacts to education and appropriate implementation of reasonable adjustments course modifications and more
- Adapt a person centred model to work alongside students in the development of an individualised Support Plan
- Coordinate rostering and professional supervision sessions with the team of Disability Support Workers
- Ensure physical supports and the purchasing of assistive technology is explored to promote the independence and equitable engagement of students
- Develop and contribute to the advancement and innovation of resources and build on the capacity of the organisation to reduce barriers to education
- Build a strong alliance with external stakeholders and networks through engagement and attendance of the TAFE Disability Network (TDN) and other organisations
- Support DAAWS funded students by monitoring funding submissions, student roll over and end dates, request and review invoicing and compile data in relation to support hours
- Work with the greater institute to ensure compliance with the Disability Discrimination Act 1992, Information Privacy Act, Disability Standards for Education 2005, Disability Act 2006 (Vic), Victorian Charter of Human Rights and Responsibilities Act 2006 and The Health Records Act 2021
- Participate in, and/ or lead, organisational wide working groups directed toward the achievement of the institutes operational and strategic goals
- Contribute to organisation wide compliance, planning and policy development, preparing reports, statistics and other relevant information as required
- Maintain a strategic awareness of trends and opportunities within your area by appropriate networking, researching and professional development activities

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated understanding of the barriers that a disability, mental health and/or medical condition may have on accessing education and/or personal development
- Experience working with students with disability, mental health and/or medical condition in an educational setting
- Proven strong verbal and written communication skills, well developed interpersonal skills including the ability to interact effectively with a diverse range of internal and external stakeholders
- Comprehensive understanding of policy and legislative requirements relating to working with people whom identify as having a disability, mental health and/or medical condition
- Demonstrated ability to develop and deliver information, resources and training to build the capacity of others
- Knowledge of reasonable adjustments in the context of vocational education and capacity to solve problems, make independent decisions and call on others where appropriate

Qualifications and Requirements

Mandatory requirements

- Relevant Degree or Diploma in Education, Disability, Health and Community with relevant work experience or a suitable combination of lesser qualifications and significant relevant experience
- Cleared NDIS Worker Screening check
- Employee Victorian Working with Children and satisfactory Police Check
- A current Victorian Driver's Licence

Highly desirable requirements

- Experience in Vocational Education & Training (VET) Industry
- Substantial experience using Microsoft Office products and relevant industry software and programs

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Rachel Coles	22/05/2023
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture		
Agreed by	Incumbent		