Further Particulars

Student Disability and Welfare Officer

About University College

University College is one of the 39 constituent colleges of the University of Oxford. Established in 1249, today University College prides itself on being at the forefront of the promotion of opportunity, diversity, inclusion and student support.

The College comprises approximately 450 undergraduate students, 250 postgraduate students, 100 members of academic staff and 150 members of professional and support staff. The College occupies a historic site in the very centre of Oxford, and a second garden site in north Oxford which is currently undergoing significant and exciting development. You can learn more about the College, its people, and its activities at [https://www.univ.ox.ac.uk/](https://www.univ.ox.ac.uk/).

Overview of the Role

Working with the Senior Tutor and the Chaplain and Welfare Fellow, the Student Disability and Welfare Officer provides high-quality professional advice and guidance to students and staff on disability and welfare matters. The Student Disability and Welfare Officer has primary responsibility for the administration of disability and welfare provision, and is a key member of the College Welfare Team.

The Student Disability and Welfare Officer is a member of the College’s Academic Office, reports directly to the Senior Tutor, and works closely with the Chaplain and Welfare Fellow, the Dean, academic staff, and Domestic Bursary staff. The Disability and Welfare Officer is the College’s primary point of contact with the University’s Disability Advisory Service and sits on relevant College and University Committees.

Disability and Welfare Support at University College

Univ places great emphasis on providing a positive and supportive environment in which its students and staff may flourish. This includes the provision of good accommodation and food, as well as effective teaching, well-resourced libraries and study spaces, and support for a range of extra-curricular activities that help students to meet other people and to thrive as rounded individuals and as members of a college community. Many members of our staff contribute to this positive environment in a range of different ways.
The Student Disability and Welfare Officer contributes to this environment in two particular ways. The first is through ensuring that appropriate structures and reasonable adjustments are in place to support students. The second is through being approachable and accessible during normal working hours to students who may approach them as an initial point of contact should they find themselves in need of support, information or guidance, or simply a listening ear.

They are one of two full-time members of staff whose main responsible is student welfare. The other is the Chaplain and Welfare Fellow, but these two college officers work with a range of colleagues as members of the Welfare Team. These include our Adviser for International Students, our College Nurse, our College Counsellor, and also Junior Deas and Harassment Advisers.

The Student Disability and Welfare Officer will also liaise with professional services outside the College, and may signpost or refer students to them. These include the University Counselling Service, the University Disability Advisory Service, and the College Doctors. The College distinguishes between the professional pastoral support that it offers to its students and other types of support (such as that provided by doctors or therapists) that is offered elsewhere. Our nurse and our college counsellor are available to students on our premises, but the records that they keep are held by the NHS and by the University Counselling Service (which employs the College Counsellor) and not by the College, and both the nurse and the counsellor are professionally supervised through appropriate professional bodies.

The College also provides and pays for external supervision for the Student and Disability Welfare Officer (and likewise the Chaplain and Welfare Fellow) and will support them in such further training and personal development as may be relevant to their role.

**Pay and Benefits**

This is a permanent, full time position (based on a standard 36.5 hour week). The salary is on the University Grade 7 scale - £35,308 to £43,155 per annum.

In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out of hours work for events, meetings and travel (UK). The post carries with it generous benefits, including:

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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days' annual holiday excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the USS Pension Scheme</td>
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<tr>
<th>Employee Assistance Programme</th>
<th>Occupational Sick Pay</th>
<th>Bus Pass Purchase Scheme</th>
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<tr>
<th>BUPA Health Care Insurance with access to spouse/partner and children</th>
<th>Enhanced Maternity Pay</th>
<th>Bicycle Purchase Salary Sacrifice Scheme</th>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time.
The appointment will be conditional on verification of the successful candidate’s right to work in the UK and the receipt of satisfactory references.

**How to apply**

Please submit a completed application form (available from our website) and a cover letter, explaining how your experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Team at hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00pm on **Friday 28th July 2023**.

*The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College’s work in this area.*

**Data Protection**

All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation. If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on [https://www.univ.ox.ac.uk/policy-documents/](https://www.univ.ox.ac.uk/policy-documents/)