



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

People and Culture

Trinity Disability Service (DS) Charter

Empowering Work and Enriching Lives

**Trinity
disAbility Hub**



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People and Culture

Trinity Disability Service (DS) Charter

All inquiries or questions regarding the People and Culture - Trinity Disability Service (DS) Charter, 'Empowering Work and Enriching Lives', are welcome at askds@tcd.ie.

Or visit the Trinity Disability Service (DS) Office, Trinity disAbility Hub, Printing House Square, Dublin 2.

Trinity Disability Service (DS)

Trinity College Dublin

Message from the Trinity Disability Service Director



Declan Treanor (he/him)

Disability Service Director

Trinity Disability Service (DS)

Trinity disAbility Hub

Printing House Square

I am thrilled to introduce the Disability Service (DS) Charter 'Empowering Work and Enriching Lives', a pioneering initiative aimed at creating a comprehensive framework that seamlessly integrates work and life aspects in support of our strategic goals. As the Director of the Disability Service, it is my upmost pleasure to present this Charter, that embodies our unwavering commitment to fostering an inclusive and supportive environment for all our employees.

The DS Charter serves as a testament to our organisation's dedication to well-being and success of each and every team member. We firmly believe that when individuals are provided with an inclusive workplace that values their unique abilities and perspectives, they are empowered to thrive both professionally and personally. This holistic approach recognises that a fulfilling work-life balance is vital to unlocking our employee's full potential.

The DS Charter goes beyond mere words on paper; it represents our unwavering commitment to action. It provides a comprehensive roadmap that outlines strategies, policies, and initiatives to ensure that accessibility, accommodation, and support are seamlessly woven into the fabric of our organisation. Through this charter, we aim to empower all employees to reach their fullest potential and contribute to the realisation of our strategic goals.

Declan Treanor

Purpose of the Charter

The Trinity Disability Service (DS) Charter aims to provide a comprehensive framework that integrates both work and life aspects to support the delivery of DS strategic goals. It recognises the importance of fostering an inclusive and supportive environment where employees can thrive professionally and personally.



Printing House Square. The new home for the Trinity Disability Service (DS), located in the Trinity disAbility Hub, Printing House Square, Trinity College Dublin.



DS Mission: To create an accessible, transformational, educational environment in an interdependent University community and provide a platform for innovation and inclusion.

Empowering Work and Enriching Lives

Each job in the Disability Service (DS) is being described to illustrate how each role supports the delivery of the DS strategic goals. As part of the dynamic DS team, each member has both core duties and specialist areas of responsibility. This document provides information in a transparent manner on what is expected from each role holder in these areas.

Empowering Work

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**Work
Responsibilities**

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**Competency
Framework**

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**Development
Opportunities**

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**Performance
Management**

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**Evaluation
& Alignment**

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**Work-Life
Integration**

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**Sense
of Belonging**

1. Work Responsibilities

Each job in the DS is described to illustrate how roles contribute to the achievement of DS strategic goals. As part of the dynamic DS team, members have both core duties and specialist areas of responsibility. This document provides transparent information on the expectations and responsibilities of each role holder, including areas of specialism and general responsibilities at the employed grade.

3. Development Opportunities

The DS Charter emphasises the importance of identifying professional and career development opportunities, as well as personal growth and well-being. It outlines the path for career progression and change within the DS and encourages employees to pursue ongoing learning and skill enhancement. The Charter recognises that supporting employees' holistic development contributes to their overall job satisfaction and success.

2. Competency Framework

The DS Charter aligns the responsibilities outlined in job profiles with Trinity's Competency Framework. This ensures that the competencies required for successful performance at the employed grade are integrated into the job descriptions. By adhering to this framework, employees can enhance their skills and contribute effectively to the DS's mission.

4. Performance Management

To foster a consistent understanding of success in each role at the employed grade, the DS Charter establishes a performance management framework. This includes setting annual strategic and operational objectives in July, reviewing DS processes annually with line managers, and conducting monthly supervisions. Employees are encouraged to utilise the competency framework and provide evidence to populate their work plans, fostering accountability and growth.

5. Evaluation & Alignment

The DS Charter outlines a comprehensive evaluation process for roles within the DS. This involves setting strategic and operational objectives annually, reviewing processes with line managers, and conducting monthly meetings to assess progress, address challenges, and realign objectives if needed. The integration of work plans, competency framework, and evidence-based assessments ensures alignment between individual efforts and DS goals.

7. Sustainability

The DS will embed sustainability in all we do. This means a commitment to meet, or exceed, our societal and environmental compliance obligations and include sustainability in decision-making in all our activities, including reducing consumption of raw materials and resources and sustainability.

6. Work-Life Integration

Recognising the importance of work-life balance and employee well-being, the DS Charter promotes a supportive culture that values personal lives alongside professional commitments. It encourages open communication, flexibility, and collaboration, enabling employees to manage their responsibilities effectively and maintain a healthy work-life integration. The Charter acknowledges that a balanced and fulfilling life enhances job performance and overall satisfaction.

8. Sense of Belonging

We believe in the power of co-creation, co-production, and co-design, where disabled students collaborate with university staff and decision-makers to actively participate in shaping policies and service delivery that directly impact their lives. Through this partnership, we strive to remove barriers and create an inclusive environment that enables all students to fully engage in university life and feel a sense of belonging.

Inclusive Statement

Access = Inclusion = Belonging



DS Vision: Engage the wider University community in empowering students with disabilities.

Enriching Lives

The charter recognises the importance of mental health and provides clinical supervision and other support services. This helps employees manage stress and anxiety related to their work. The focus is on promoting overall well-being and providing resources for mental and physical health.



Trinity College Dublin graduate and motivational speaker Jack Kavanagh, visiting the Trinity Disability Service (DS) in Trinity disAbility Hub, Printing House Square (2023).

Enriching Lives

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Flexible Working Arrangements

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Career Development Opportunities

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Supportive Culture

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Sustainable Reasonable Accommodations

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Mental Health Support

6

Trinity Disability Service

7

Teamwork & Collaboration

Trinity
disAbility Hub

1. Flexible Working

Arrangements

The charter encourages offering flexible working hours, job sharing, and hybrid work arrangements. This means providing options that allow employees to have more control over their work schedules and better manage their personal commitments while fulfilling their job responsibilities.

3. Supportive Culture

Creating a culture of respect, understanding, and open communication is essential. The charter encourages fostering an environment where employees feel comfortable discussing their needs and concerns with management and colleagues. It also promotes diversity and inclusivity in all interactions and activities.

2. Career Development Opportunities

The charter emphasises providing training and career development opportunities for employees with disabilities. This promotes their professional growth and advancement within the organisation. The aim is to actively support employees in pursuing their career goals and unlocking their potential.

4. Sustainable Reasonable

Accommodations

They form an integral part of our support framework. These accommodations are designed to be effective, efficient, and environmentally conscious while promoting self-sufficiency and independence among disabled individuals. We encourage disabled staff to identify their needs and advocate for themselves, actively engaging in the process rather than solely relying on external support. This approach not only benefits disabled staff but also contributes to a more inclusive and supportive environment for everyone.

5. Mental Health Support

The charter recognises the importance of mental health, and we will provide peer support, clinical supervision, and access to counselling supports. This helps employees manage stress and anxiety related to their work. The focus is on promoting overall well-being and providing resources for mental, and physical health.

7. Teamwork & Collaboration

The charter emphasises fostering teamwork and collaboration among employees. By encouraging employees to work together, share experiences, and support each other, the goal is to create a positive and supportive work environment where employees with disabilities can thrive.

By implementing these work and life strategies, the Trinity Disability Service aims to create a workplace that supports the well-being and growth of all employees, promotes inclusivity, and helps achieve the organisation's mission of providing high-quality services to the Trinity community. It is important to communicate these explanations clearly and emphasise the benefits of the Work-Life Balance Charter. Open dialogue, training programs, and inclusive language can further enhance understanding and engagement with the charter throughout the organisation.

6. Trinity Disability Service

The Disability Service is committed to the principles of the Social Model of Disability, which recognises that disability is not solely an individual's impairment but is also influenced by societal barriers. By focusing on identifying and addressing these barriers, we aim to promote inclusion and equality, benefiting not only disabled individuals but society as a whole.

June 2000

The year that the Disability Service (henceforward DS) was formally set up with the employment of a Disability Service Coordinator (the present Disability Service Director, Declan Treanor). The Disability Service will soon be celebrating over 20 years of service in 2023.



DS Values: Inclusive, Advocating, Collaborative, Inquisitive, Pioneering, Positive Disruptors, Dynamic.



Students walking through the Front Square of Trinity College Dublin (2023).

People and Culture

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