



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Job Description

Job Title: Disability Service Graduate Intern

School/Department: Disability Service

Job category & level: Executive Officer

The Purpose of the Role:

The purpose of this role is to co-lead the Trinity Disability Community and Engagement Project. This aims to support the disabled community in Trinity College Dublin to engage and immerse themselves in activities associated with student life, graduate attributes formation both within and outside of the Trinity College community. This post is also being developed in line with the Trinity College Dublin & TCD Students' Union [Student Partnership Policy](#) to show evidence of the importance of real engagement and student partnerships and this is a key part of the [Disability Service Strategic Plan 2020-25](#).

The successful candidate will be supported to gain a range of development opportunities while gaining valuable work experience in a dynamic, exciting and evolving service that may be transferred to a variety of settings.

Context:

The Disability Service is committed to providing modern, dynamic, innovative, integrated, high-quality, and cost-effective front-line services that make a real difference to the Trinity community. Objectives will be achieved through innovative approaches and continuous review of service delivery while also maximising partnerships and joint working opportunities. To achieve our ambition of working in partnership with students with disabilities in achieving their potential. We will work together in this partnership in co-producing activities that will engage the University community in creating an inclusive transformational environment and provide a platform for innovation and inclusion.

The DS continues to undergo momentous change and with the development of the disAbility Hub in Printing House Square the role requires an individual who can support the mission, vision, and values in the [Trinity Disability Service Strategic Plan 2020-2025](#) that the DS espouses.

The Disability Service utilises a multi-disciplinary approach and is comprised of an experienced team of individuals who work to support students with disabilities. They include Disability Officers who are Psychologists, Occupational Therapists, and an Assistive Technologist, all of whom seek to offer quality support based on individual need, as identified using a highly developed disability needs assessment process.

Main Responsibilities:

Project leadership

- Project management including creating timelines and meeting deadlines.
- Working collaboratively with Senior Occupational Therapist co-lead on all aspects of the project.

Student partnership

- Supporting student partnership in line with the TCDSU and Trinity College Dublin Student Partnership Policy. This includes but is not limited to;

Coordinating the Trinity Ability co_op

- Supporting the engagement of a wide variety of students in the Trinity Ability co_op.
- Acting as a liaison between the Trinity Ability co_op and the Disability Service.
- Offering guidance and advice.
- Providing training where needed.
- Ensuring that the Trinity Ability co_op remains student-led and independent from other bodies.

Strengthening and creating other partnerships

- Support TCDSU Officer for Students with Disabilities in connecting with the Disability Service and Trinity Ability co_op.
- Assist with the planning and delivery of Disability Awareness Week.
- Connecting with new and existing groups such as the Neurodiversity Society and building a meaningful partnership with them.

Student Interns

- Support student interns by creating training and induction programmes for their roles.
- Organise and chair weekly meetings and end of internship presentations.
- Assist with workplan and scheduling.

Cocreation, Codesign and Coproduction

- Ensuring that all areas of the Disability Service comply with the Student Partnership Agreement and that cocreation is prioritized.
- Devise mechanisms whereby students can contribute to DS communications throughout the year.
- Liaise with staff to ensure cocreation is incorporated into project work.
- Connecting with external bodies to promote cocreation within Trinity College Dublin.

Management of Student Space within the disAbility Hub @ Printing House Square

- Assist with the set-up of the student space within the disAbility Hub @ Printing House Square.
- Manage the student space daily ensuring that it is being used appropriately.
- Promote the student space among the disability community and advertise its availability for events/activities.

Disability Service Operations

- Work in the daily Disability Service Drop-in assisting students in solving any disability needs assessment issues emerging.
- Report weekly on issues emerging for students out of Drop-in interactions.
- Liaise with Trinity Ability Co_op Comms team, TCDSU/GSU Officer for students with Disabilities and TCD Students' Union so that key disability related messages are coordinated.
- Comply with established Disability Service procedures as outlined in the DS manual for effective service delivery.
- Complete and adhere to the DS Confidentiality Agreement.

- Familiarise yourself with Trinity Data Protection policy and procedures.
 - Comply with all relevant Trinity Disability policies and procedures and other relevant Trinity policies to ensure good service delivery.
 - Perform administrative duties including answering phones, emails, and updating and maintaining records.
 - Provide office cover for the Disability Service team as required.
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The role-holder will require the following knowledge, skills, and attributes for successful performance in this role.

Qualifications

- Third-level degree from Trinity College Dublin – *essential*.

Knowledge:

- Knowledge of Disability Supports and Reasonable Accommodation delivery in a thirdlevel institution - *essential*.
- Awareness of Universal Design and its application in higher education.
- Knowledge of Assistive technology and its application in higher education.

Experience:

- Knowledge of the appropriate accommodations for students with complex needs – *desirable*.
- Experience of forming good working partnerships/relationships with students with disabilities and being responsive to their needs – *essential*.

Skills:

- Strong interpersonal skills, ability to empathize, to influence and to form good working relationships with diverse parties.
- Excellent negotiation and decision-making skills with an ability to identify acceptable levels of risk and escalate for support as required.
- Excellent communication skills including the ability to write clear reports, and to give presentations and engage in discussions with key stakeholders.

Personal Attributes:

- Believes in people's abilities, articulates and is driven by the Disability Service mission, vision, and values.
- Identify as being a person with a disability, capable of articulating the advantages and challenges faced in higher education.
- Excellent interpersonal skills, including the ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Excellent communication and team working skills.
- Demonstrate a willingness to develop IT skills relevant to the role and to the service.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Demonstrate proficiency in the English language so as to effectively carry out the duties and responsibilities of the role.
- Demonstrate flexibility and openness to change.

This role will report to the Director of the Disability Service

[Further Information](#)

Informal enquires about this post should be made to (murphr77@tcd.ie)

Salary: This appointment will be made on the Executive Officer Merged Salary Scale (€28,923 - €46,404 per annum) at a point in line with current Government pay policy. monthly/weekly payscales. (tcd.ie)

Below is a summary definition of the 6 Core Competencies.

	Competency	Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	Service Ethos	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	Builds Trusted Relationships	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	Decision-making	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	Achieves Results	Delivers results by setting direction, planning, executing and evaluating impact.