

# POSITION DESCRIPTION



<b>Position</b>	Accessibility Technology Officer
<b>Level/Classification</b>	HEW0606
<b>Reports to</b>	Manager, Access & Inclusion
<b>Unit</b>	Access & Inclusion
<b>Directorate</b>	Access, Wellbeing & Equity
<b>Positions Supervised</b>	nil

## Position Purpose

The Accessibility Technology Officer identifies, establishes and implements a range of support strategies, including, but not limited to, post-production and live captioning, to assist predominantly hard of hearing and deaf students to access and participate in university programs and services. This role provides a high level of administrative support, including research and procurement of supports, and coordinates communication support by liaising with external and internal stakeholders to improve accessibility within the academic learning environment.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

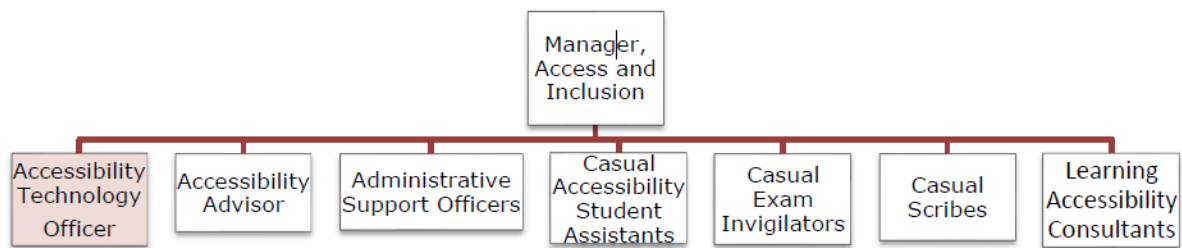
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### About the Work Area

Access, Wellbeing & Equity (AWE) provides professional and innovative wellbeing and health services, supports students with health conditions and disabilities, and drives equity programs in order to optimise the student journey and promote the wellbeing of the wider Murdoch University community. AWE aims to enhance student experience through a range of wellbeing and equity focused activities, including taking leadership in the implementation of the University Student Wellbeing Strategy. AWE is located at Murdoch's South Street Campus but provides services across all campuses, including our trans-educational programmes.

### Reporting Relationships



### Key Responsibilities/Duties

1. Provide coordination of supports for students with complex support needs, with focus on students with sensory disabilities in both face-to-face and online environments including captioning, transcriptions, Auslan interpreting and other supports.
2. Liaise with faculty, staff, students and external service providers in relation to provision of supports.
3. Liaise with university staff to identify education and training opportunities for students, particularly hard of hearing and deaf students, and develop resources and facilitate training for University staff to assist in creating accessible classrooms and promote accessibility awareness.
4. Develop and implement support and training for students on the use of assistive technology, to include existing educational technologies, that may assist access to course materials or their learning experience.
5. Facilitate the coordinated delivery of articulated support services, including induction, orientation, training/coordination and supervision of accessibility support workers such as Accessibility Student Assistants and interpreters under the direction of the Manager, Access and Inclusion.
6. Coordinate and provide information and training to students and staff, under the direction of the Manager, Access and Inclusion on:
  - a. disability awareness issues
  - a. accessible technologies

7. Maintain records of interpreter, captioner, and casual worker hours, pay, experience, and absences. Process and verify accuracy of all invoices, timesheets and miscellaneous paperwork for interpreters/captioners/casual workers and securely collect other service fees, raise purchase orders and provide receipts as required.
8. Coordinate the provision of exams in alternative formats including the use of software to create accessible material
9. Collaborate across the Access, Wellbeing and Equity team including but not limited to referrals, training, and co-facilitated projects.
10. Support events such as Open Days, promotion activities, induction events and programmes and graduation. This may involve occasional evening and/or weekend work.
11. Undertake the implementation of relevant strategies identified in Murdoch University's Disability Access and Inclusion Plan.
12. Embody the University's values within and beyond the University, building equity, inclusion and diversity and encouraging social responsibility.
13. Work collaboratively and effectively across the University to perform other reasonable duties as required.

## **Selection Criteria**

### **Essential**

1. Degree qualified in or at least 2 years of relevant experience in a role/s with a primary focus in information technology, accessibility or related field.
2. Proven ability to coordinate and prioritise a variety of projects and multiple tasks in an effective, detailed, and timely manner; organize own work, set priorities, and meet critical time deadlines.
3. Demonstrated competent computer literacy across multiple environments (PC, MAC, mobiles) including ability to learn new IT systems and programs
4. Demonstrated proficiency in the production of high-quality work using Excel and other MS Office applications and the ability to master new programs as required.
5. Awareness of the various educational technologies, able to analyse and recommend process improvements on systems to support students.
6. Facilitation of educational training and the ability to train others in the navigation of IT Systems and programs
7. Highly developed written, verbal and interpersonal communication skills and the ability to communicate and interact with clients from diverse backgrounds.
8. Demonstrated ability to work independently and as part of a team as required.
9. Belief in equity, diversity and inclusion principles

### **Desirable**

1. Video editing skills
2. Auslan skills, and knowledge of the Deaf community and culture
3. Previous experience within a University environment.

## **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

## General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## Guiding Principles and Values/Code of Ethics and Code of Conduct

### Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

### Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*