

Position Description – Disability Advisor

Updated 08/01/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Life
Supervisor (Title)	Senior Disability Advisor
Classification	Higher Education Officer Level 7
Employment Type	Continuing, part-time

POSITION SUMMARY
<p>Working under broad direction, the Disability Advisor (DA) assists the University to meet its obligations under the Disability Discrimination Act 1992. The Disability Advisor supports students to participate in university studies by addressing disability or other related issues that impact on the ability to participate equitably in University life. The Disability Advisor will support academic and professional staff to understand and implement accommodations to facilitate students learning and assessment needs.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p> <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Disability Advisor is accountable for:

1. Providing advice to students and prospective students regarding disability and equitable learning support arrangements, reasonable adjustments, assistive technology and relevant policies and procedures.
2. Assessing the learning impacts for students with disability, including long-term medical conditions and/or mental health conditions and determine reasonable adjustments to support students in their studies.
3. Implementing and monitoring reasonable adjustments in collaboration with relevant professional and academic staff, particularly for students with complex requirements.
4. Providing of advice, guidance, and information to professional and academic University staff regarding legislative requirements and obligations and how these may be met.
5. Providing advice and guidance to academic and professional staff to understand and implement reasonable adjustments to facilitate the learning and assessment needs of students with a disability.
6. Contributing to the development and implementation of disability-related policies and action plans within the University.
7. Designing, delivering and evaluation of training, workshops and programs to students and staff that focus on disability awareness, access and inclusion.
8. Liaising with and referring to external service providers as necessary.
9. Maintaining confidential student records and collecting relevant data.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training around disability.
- A sound knowledge of disability legislation, including its specific relevance to education providers.
- Demonstrated skills and experience in assessing the needs of people with disabilities and the types of accommodations required to address identified needs, particularly in a higher education setting.
- Demonstrated ability to advocate, negotiate and resolve complex situations.
- Well-developed to high-level interpersonal skills, including the ability to communicate and liaise effectively with a wide range of stakeholders, including students from a diverse background, staff and external providers.
- Demonstrated well-developed to high-level written and oral communication skills, including the ability to produce written information, reports and presentations for a range of audiences.
- Demonstrated well-developed analytical and problem-solving skills, including the ability to solve complex problems and manage stakeholders with competing demands.
- Demonstrated ability to develop, deliver and evaluate effective training programs with a particular focus on mental health and wellbeing.