



## Disability Advisor

**Department:**

Transformation  
Ref: LSS-155/P

**Salary:**

Salary in the range of £25,217 to  
£30,046 per annum

**\*Closing date for applications:**

**12:00 noon on Thursday the 12  
November 2020**

Interviews are expected to take  
place within 4 weeks of the closing  
date.

An application form, job description and person  
specification can be viewed on our website:  
[https://www.bolton.ac.uk/staff-area/professional-  
services/about-hr/vacancies](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies) or requested by  
email: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

Applicants need to be aware that only a  
completed application form will be considered,  
unless it is specifically indicated in an  
advertisement that a CV will be accepted. Where  
appropriate, you should include a list of all  
publications when submitting your application.  
Please ensure you quote the position reference  
number on all applications submitted.

If an applicant is interested in more than one  
vacancy, a separate application must be  
submitted for each vacancy to ensure that the  
individual role requirements are addressed.

Candidates must be eligible to work in the UK, for  
more information please visit  
<https://www.gov.uk/check-uk-visa>. No agencies.

\*Please note, the University reserves the right to  
shorten/extend the closing date of any position  
where a high/low volume of applications are  
received.

### Are you interested in joining the number one University in Greater Manchester for student satisfaction?

We are looking for an experienced, enthusiastic, dynamic  
and motivated Disability Advisor. You must possess a  
“can-do” attitude and be a motivated team player who can  
deliver excellent customer service in a demanding and  
fast-paced environment.

The Disability Service is a small team who provide advice  
and support to a wide range of students with disabilities,  
dyslexia, Autism or long-term conditions. The role  
includes managing a case load of students often with  
complex support requirements. You will be required to  
provide guidance to academic and professional staff and  
liaise with a range of external service providers.

The successful candidate will have effective written and  
verbal communication skills and be able to maintain a  
confidential helpful and cooperative manner when  
working under pressure. You should be committed to  
working with a diverse student body and be able to show  
sensitivity to individual difference. In order to meet the  
needs of the University and Student Services, a flexible  
approach to working patterns / hours is an essential  
requirement of this role.

Student Services operate throughout the academic year  
and during vacation periods. The department has strict  
rules on when leave can be taken during busy periods  
such as enrolment, graduation and clearing.