

**Job Description – Equitable Learning and Accessibility Advisor**
**Position Details**


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**Position Title:** Equitable Learning and Accessibility Advisor (ELS)

**Division/ Centre:** Student Services

**Department:** Wellbeing

**Location:** Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.

**Job Grade/ Classification: PS7 Time Fraction:** Full-time

**RMIT University**


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RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

**RMIT Vietnam**


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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

## Position Summary

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This position is responsible for determining the support needs of students who are neurodiverse or living with a disability, long-term health condition and/or mental health conditions, or an individual with primary carer responsibilities, so students can participate equitably in their study program. This involves working closely with students and academic, teaching and professional staff from across RMIT locations in Vietnam.

The position will undertake work as requested by the Manager and maintain a case load of allocated students with complex circumstances or conditions. These may include students who are academically at risk.

The position will exercise a high level of independence including in the management of workload, scheduling and prioritising.

The position is an expert in inclusion, diversity, equity and accessibility (IDEA)

## Reporting Line

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Reports to: Manager ELS

Indirectly reports to: Senior Manager Wellbeing

## Key Accountabilities

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- Provide expert advice on reasonable adjustments and equitable assessment arrangements for individual students with a wide range of disabilities, long-term illnesses and/or mental health conditions. Clarify and assess students' needs, circumstances, and options.
- Provide expert support and advice to professional, academic and teaching staff within the University who are in contact with students who are neurodiverse or living with a disability, long-term health condition and/or mental health conditions, or an individual with primary carer responsibilities in relation to the implementation of reasonable adjustments and equitable assessment arrangements, and how these might interact with other University policies and guidelines as well as with relevant legislation and regulation.
- Contribute and lead multi-disciplinary case coordination to support a case load of students with complex circumstances/needs and refer students to other internal support services such as Counselling, Student Academic Success, Health Service etc and external services such as Educational Psychologists, Psychiatrists, Occupational therapists etc where appropriate.
- Encourage and support students to develop self-management and independent skills, consistent with the University's strategy of 'Knowledge in Action 2023. Assist students to use assistive technologies and embrace digital learning tools which can support their independence and maintain up to date knowledge and networks.
- Comply with operational practices and standards under general direction. Maintain professional, reliable and appropriate records/case notes of advice activities in the service management platform in line with established protocols and quality standards. Efficiently navigate multiple computer applications and access online resources to provide accurate advice and resolve issues.
- Deliver a consistently high standard of service, aligned with RMIT's student service principles and KPIs. Participate actively in ongoing review to improve professional practice and service operations. Contribute to effective student service delivery and support through participation in regular campus rotations, agreed professional development and ongoing training and induction of new staff. Actively contribute to a positive culture and team environment. Coach, support and develop less experienced staff in the ELS and Wellbeing team, including all student aids, and other staff at the university as and when required.
- Contribute to service innovation, and to projects to improve access, retention, success and graduate outcomes for students who are neurodiverse, living with disabilities, long-term health conditions and/or mental health conditions, as well as those with primary carer responsibilities.
- Maintain current knowledge of Vietnamese and international disability support frameworks,

legislation, issues, networks, and trends, and undertake research and training as appropriate.

- Create, develop and deliver ELS specific professional workshops for students, staff, industry, community groups at a local, national and international level. Areas of expertise include (but not limited to) universal design for learning, digital accessibility, inclusion, diversity, equity and accessibility, reasonable adjustments, and equitable assessment arrangements, implementing equitable learning plans etc.
- Actively engage with the teaching and learning community within RMIT Vietnam and beyond. Engagement will include contribution to online and social media content produced or commissioned by Wellbeing, as well as raising awareness of ELS related issues within the university and within the National context.
- Develop and organize special events and projects such as those for prospective or current students, international day celebrations such as GAAD, UNPWD etc and relevant internal and external conferences and symposiums. Support and engage with relevant scholarship applicants and sponsoring organisations.
- Other duties consistent with the position level and focus of the group, as required.

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## Key Selection Criteria

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1. Degree in education human services, psychology, health services or relevant experience.. Preferred Master's degree candidate
2.
  - Significant experience working with students who are neurodiverse, living with disabilities, long-term health conditions and/or mental health conditions. Demonstrated ability to foster independence amongst tertiary students with disabilities, long-term illnesses and/or mental health conditions as well as those with primary carer responsibilities.
  - Proven ability to assess the learning impacts of students who are neurodiverse, living with disabilities, long-term health conditions and/or mental health conditions and determine reasonable adjustments, as well as those with primary carer responsibilities and including the application of assistive technology and student aid support and to support these students to succeed in their studies.
  - Knowledge and understanding of universal design for learning and inclusive practice approaches in teaching and assessment. Knowledge of disability-related legislation particularly in relation to education (or demonstrated ability to acquire such knowledge) in both Australia and Vietnam.
  - Demonstrated excellent verbal and written communication skills, including the ability to influence, negotiate and resolve conflict.
  - Strong organisational skills including a demonstrated ability to prioritise tasks, meet deadlines and work effectively and efficiently under pressure. Proven ability to work independently, and to contribute positively and proactively to the team's work.
  - Demonstrated commitment to continuous improvement and innovation, and the ability to lead and adapt positively to constant change.
  - Demonstrated understanding and commitment to inclusion, diversity, equity and accessibility as per the University IDEA framework.

## English Proficiency

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment Guidelines).

## Organizational Accountabilities

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, are up to date.

## Work Permit

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All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

<b>Endorsed:</b>	Signature Name: Title: Date:	<b>Approved:</b>	Signature Name: Title: Date:
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