

Job Description

Reports to: Director of College Development

Job Purpose

- To run an Assistive Technology Service to include marketing, completing assessments and managing loan and sales equipment.
- To carry out Assistive Technology Assessments to support people to access work, community activities, more independent living or education opportunities.
- To develop other products and services related to accessibility.
- To contribute to the development and delivery of the organisation's strategic and operational plans, undertaking a variety of activities under the direction of the Director of College Development.

Principal Tasks

- Deliver an Assistive Technology service for external clients, including actively marketing and promoting.
- Contribute to strategic and operational planning for ongoing development of the service including individual clients and identifying potential contracts with external clients such as Department of Work and Pensions, other educational establishments and the business community.
- Where relevant write bids, manage delivery and monitor of contracts.
- Complete Accessibility Assessments for clients and organisations, make recommendations and complete formal written reports.
- Work with multidisciplinary team members including Occupational Therapists and Speech and Language Therapists to conduct assessments, provide and maintain assistive technology equipment.
- Train and support clients and staff in the use of specialist equipment and software.
- Research and implement commercial solutions for accessible technologies including features, integration between systems, installation and maintenance procedures, installation costs, ongoing licencing and support costs, upgrade arrangements and costs, support provision and end user training.
- Where relevant develop bespoke solutions for accessibility requirements to best meet a user's needs.
- Liaise with IT Systems teams internally and externally on technical requirements for install, maintenance, back up and Disaster Recovery, and connection requirements of current technologies and any being considered.
- Manage a service providing loan and sales of accessible technologies, including maintaining a high profile web and social network presence to promote the service.



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- Provide support for technology-focused projects the organisation wishes to develop or secures through partnerships or funding bids. This may include advising on a range of potential solutions, writing short reports or any other activity required for the organisation to meet the terms of the partnership or other contract.
- Regularly review the service for continuing to meet requirements and actively promote ongoing development. Make recommendations to the Director of College Development and maintain a strategic and operational plan for short (6 months), medium (18 months) and long term (5 years) development.
- With the Director of College Development attend regional and national forums related to the role, and present organisational developments, research and evaluations where appropriate.
- Adopt a positive attitude towards resolving 'everyday' and variable challenges encountered by clients and staff in the use of systems.
- Work flexibly where required according to the on-going requirements of the role. This will include assessments and supporting users outside of normal working hours and travel nationally.
- Positively promote the College Development Department, acting as a role model through promoting the activities, values and culture of the organisation.
- Through personal example and action demonstrate commitment to equality and diversity ensuring equality of access and treatment in service delivery.
- Promote and adhere to the organisation's Health and Safety at Work policy and procedures.
- To support and promote the organisation's safeguarding policy and procedures.
- To undertake such other duties as may be required by the Director of College Development.

SAFEGUARDING

The organisation takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children. Therefore we require that all staff share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.



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Person Specification

Requirements	Essential (E) Desirable (D)
Education:	
<ul style="list-style-type: none"> Minimum of Level 2 Qualifications at Grade C or above in English, Maths and ICT. 	E
<ul style="list-style-type: none"> Formal Education to Level 3 or above. 	E
<ul style="list-style-type: none"> Assistive Technology related qualification. 	D
<ul style="list-style-type: none"> Relevant Degree in Assistive Technology, Information Technology or equivalent. 	D
<ul style="list-style-type: none"> Project management qualification (e.g. PRINCE II) 	D
Experience:	
<ul style="list-style-type: none"> Experience in the use of assistive technology and AAC (Augmentative and Alternative Communication) technology. 	E
<ul style="list-style-type: none"> Completed assistive technology assessments and subsequent reports. 	E
<ul style="list-style-type: none"> Provided a service of a similar nature. 	E
<ul style="list-style-type: none"> Project management including completion to deadlines. 	E
<ul style="list-style-type: none"> Analysis of multiple data and information sources. 	E
<ul style="list-style-type: none"> Familiarity with hardware and software IT accessibility options. 	E
<ul style="list-style-type: none"> Experience of working with people who have learning difficulties and/or physical disabilities. 	E
<ul style="list-style-type: none"> Provided training in the use of Assistive Technologies to users and staff. 	E
<ul style="list-style-type: none"> Experience of marketing and promotion of a product or service. 	D
<ul style="list-style-type: none"> Used web and social media as a promotional and marketing tool. 	D
<ul style="list-style-type: none"> Managed multiple projects at the same time. 	D
<ul style="list-style-type: none"> Working with external organisations to deliver business objectives. 	D
<ul style="list-style-type: none"> Worked in a similar role within an academic organisation. 	D
Skills and Abilities:	
<ul style="list-style-type: none"> Excellent interpersonal and communication skills. 	E
<ul style="list-style-type: none"> Strong organisational and planning skills. 	E
<ul style="list-style-type: none"> Ability to clearly convey technical & project issues to non-technical people. 	E
<ul style="list-style-type: none"> Able to maintain accurate records. 	E
<ul style="list-style-type: none"> Use initiative to make improvements and think creatively. 	E
<ul style="list-style-type: none"> Competent user of software applications including SharePoint, Word, Excel, Outlook, PowerPoint and Access. 	E
<ul style="list-style-type: none"> Problem solve and make decisions based on experience, knowledge and progressive thinking. 	E
<ul style="list-style-type: none"> Produce and analyse data as required. 	E
<ul style="list-style-type: none"> Demonstrate can undertake research to identify applications or processes to improve efficiency, cost savings and sustainability. 	E
<ul style="list-style-type: none"> Promote team working and positive partnerships between departments. 	E
<ul style="list-style-type: none"> Able to write and edit code for bespoke applications to meet user's requirements or applications the organisation wishes to develop. 	D



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Personal Attributes:	
• Commitment to own and others' continuing professional development.	E
• Recognise the need to maintain confidentiality.	E
• Constantly demonstrate a professional approach to work and relationship with colleagues.	E
• Respond positively to requirements presented.	E
• Be flexible to provide the level of service required by users.	E
• Be self-motivated and enthusiastic in approach to work and team relationships.	E
• Commitment to promoting equality and diversity in all aspects of role.	E
• Able to work flexibly to support the organisation's activities where required for delivery of the service and attend promotional events, including work outside of office hours.	E
• Be prepared to travel throughout the United Kingdom.	E
• Hold a full UK Driving Licence with no convictions.	E
Other	
• Support the ethos of the organisation and meet the safeguarding requirements set down by the organisation to work with vulnerable adults and children.	E