



## NOTES

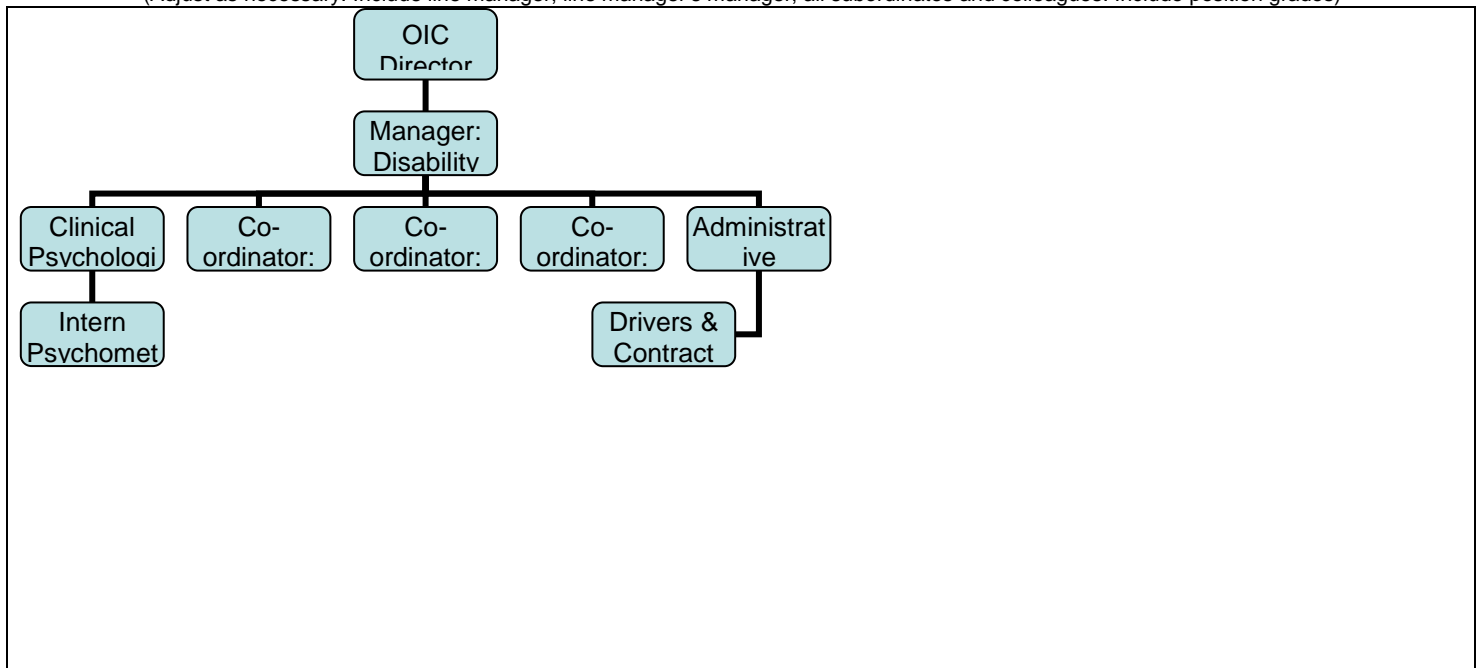
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Barrier Free Access Coordinator		
Job title (HR Practitioner to provide)	Co-ordinator		
Position grade (if known)	PC 9	Date last graded (if known)	
Academic faculty / PASS department	Office of the Vice Chancellor		
Academic department / PASS unit	OIC		
Division / section	Disability Service		
Date of compilation	21 May 2018		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The main purpose of this position is to guide the University in all matters relating to the built infrastructure and facilities as they impact on access for people with disabilities; to advocate for and initiate the removal of all physical barriers to access.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting.  Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.  Visitors are directed to appropriate staff member in a professional and efficient manner.
1.	<b>BUILT INFRASTRUCTURE AND FACILITIES AS THEY IMPACT ON ACCESS FOR PEOPLE WITH DISABILITIES</b>	20%		
1.1	Liaison with UCT disability community		Act as the main support and contact person for all users of campus facilities who have mobility disabilities.	Seamless communication with staff/students and being timeously aware of any developing access problems.
1.2	Liaison with Properties & Service Maintenance department		Report faulty lifts, damage to building infrastructure and equipment, report temporary hazards to the UCT maintenance department for attention.	Instances in which people with disabilities will be unable to access lectures and other commitments are minimized and safety maximized.
1.3	Assist staff and students with access needs		Establish and maintain relationships with staff and students with disabilities in order to assess and prioritize their access needs on an ongoing basis.	Address problems before they escalate and cause a student to fall behind in aspects of student life.
1.4	Manage all barriers to access		Identify, prioritise and lobby for smaller and larger building interventions to address accessibility challenges and/or safety concerns for people with disabilities.	Create an increasingly more accessible, disability-friendly campus environment
	<b>PARTICIPATION IN RELEVANT UNIVERSITY STRUCTURES AND INITIATIVES RELATED TO IMPROVING BARRIER FREE ACCESS</b>	15%		
2.1	Participation in relevant University structures and initiatives related to improving barrier free access.		Support the participation of DS management on the University Building and Development Committee.	Increased knowledge of issues around building construction, being exposed to plans, having current knowledge of proposed new build or retrofitting/ refurbishing existing buildings; being on the ground to begin the engagement with the Committee about what needs to be done to ensure maximum accessibility; improve the knowledge and understanding of members of that committee
2.2	Guide the university on all matters relating to build infrastructure		Serve on all User Groups and Project Implementation Committees for new building and refurbishing projects.	As above and being sufficiently familiar with the aims of the project to provide informed input; forming good relationships with users of the building.

2.3	Liaison with outside consultants		Work closely with outside access consultants whom the DS or University may employ from time to time for building projects.	Increase awareness of the University's policies around accessibility, will gain knowledge from Consultants, becoming thoroughly versed in the business of buildings and building;
2.4	Serve on relevant Health and Safety committees		Work closely with UCT community to ensure disability accessibility during emergency evacuations.	Advocacy about the safety requirements of people with disabilities will be enhanced and their safety improved; Co-ordinator will be kept abreast of health and safety issues and in turn ensure awareness among colleagues of the Health and Safety needs of persons with disabilities.
3.	<b>STUDENT ORIENTATION &amp; INTEGRATION:</b>	20%		
3.1	Conduct a needs and skills assessment		Upon arrival of new students with mobility challenges assess whether they can move independently around campus.	Plan appropriate mobility orientation and advise students about services they will need.
3.2	Familiarize students with the campus layout		Ensure that new students are oriented to their campus and residence environment when they first arrive on campus.	Reduce stress and anxiety for students about being in a strange place and increase their sense of self-confidence.
3.3	Liaison with DS Advocacy Co-ordinator		Work closely with Advocacy co-ordinator to ensure that mobility impaired students are included in formal orientation programmes.	Students will feel a sense of belonging and inclusion from the beginning.
3.4	Mobility Orientation		Arrange disability-specific orientation, including orientation and mobility training of blind students where necessary.	Accelerating the student's independence, and thus their self-confidence.
3.5	Assist students with their registration if necessary		Accompany disabled students to accessible building for registration.	Removing stress and uncertainty for the student and increasing their readiness to start their academic career
3.6	Liaison with P & S: Systems Management		Establish and maintain good working relationships with personnel tasked with assigning teaching venues.	This will streamline the process in the event of venue changes being required to place a mobility impaired student in a more accessible venue
3.7	Keep abreast with disabled students		Remain in touch with students with mobility impaired students throughout the year to orient them to new venues as needed.	To ensure that accessibility challenges for students with mobility impairments are maximized.

4.	<b>GRADUATION CEREMONIES AND OTHER MAJOR OFFICIAL UNIVERSITY EVENTS</b>	15%		
4.1	Ensure that students, staff and guests with disabilities can participate fully in Official University events.		Attend graduation preparation meetings to ensure that all accommodations are in place for students, staff and guests with disabilities.	A seamless graduation ceremony where everybody's access and dignity are assured.
4.2	Liaison with Student Records		Ensure that all relevant information about graduates are correct.	Disseminate related information to all staff members at UCT
4.3	Provide special accommodations to students, staff and visitors with disabilities		Arrange reserve seating for graduates and special guest.	Protocols are observed, and ceremony runs smoothly.
4.4	Liaison with Class Room Faculties & Student Records Department.		Schedule and manage the temporary installations of the PA system to ensure that it connects seamlessly with the loop system in the graduation venue;	People with hearing impairments are able to participate fully in the ceremony
4.5	Avoided embarrassment and delays		Check the assistive technology daily in the graduation venue.	Ensure that the assistive technology is running smoothly and protect UCT's reputation.
4.6	Provide DS staff with daily task		Draft roster of DS staff who will be assisting during the ceremonies.	There will be a sufficient number of skilled staff to assist with various aspects of the graduation process.
4.7	Allocation of disabled parking for staff, students and guest with disabilities		Collect data from students, guest and staff members to provide UCT traffic with schedules for accessible parking for those who need it.	Management of movement of those attending graduation can proceed in an orderly fashion, and those who most need accessible parking will be assured of it.
4.8	Dissemination of information to UCT Traffic Department		Submit daily disabled parking schedules to UCT Traffic and staff members assisting at graduation and inform the Department of any late disabled parking applications.	Same as above
4.9	Liaison with Upper Campus Maintenance Department & Student Records Department.		Assume responsibility for the operation of the accessible hoist during graduation ceremonies	The dignity and safety of graduates and guests with mobility impairments will be assured.
4.10	Liaison with UCT Health & Safety Department		Inform UCT Health & Safety about disabled students at risk; e.g. epilepsy.	In a health, related emergency Health and Safety staff will be fully briefed of what is required.
4.11	Provide additional support when needed		Assist disabled graduates with the collection of gowns and tickets.	Graduates will feel cared about and supported and potential accessibility challenges will be avoided.
4.12	Welcome all disabled persons when they arrive		Meet, greet and seat disabled students and guest at the graduation venue. Seat unexpected disabled guest at graduation.	The ceremony will proceed with dignity; uncertainty and anxiety will be eliminated for people with disabilities attending the ceremonies.
4.13	Assist with the safe evacuation of persons with disabilities		Assume Responsibility for the safe evacuation of disabled students and guest at graduation in the event of an emergency	Evacuations will be expedited as a result of relevant skills and knowledge
4.14	Submission of report to DS anager		Draft a detailed report at the end of the process, including statistics of students and guest with disabilities attending graduation and any challenges that may have been experience during the process.	The DS and other departments are able to plan to improve future ceremonies and find ways of addressing any challenges that may have arisen.
5.		10%		

	<b>HEALTH &amp; SAFETY</b>			
5.1	Report all injuries to UCT Health & Safety Department		Support disabled staff in the event of an injury on duty and students involved in accidents while on campus.	Persons who are injured will be assisted expeditiously and relevant administrative tasks such as insurance, etc. will be attended.
5.2	Evacuation training		Arrange and assist with training for university staff on matters relating to barrier free access, safe evacuation of staff, students & visitors with disabilities.	An informed UCT work force
5.3	Evacuation support for students		Assist disabled students during fire drills	Anxiety will be minimised and students will acquire knowledge of what to do in the event of an emergency
6.	<b>RESEARCH AND MATERIAL DEVELOPMENT</b>	10%		
6.1	Update of current wheelchair access map		Review and where necessary revise and update existing Access Map	Persons with disabilities will have an extra aid to promote increased navigability of campus.
6.2	Produce wheelchair access maps		Develop access maps for middle and lower campus, Health Sciences Campus, Hiddingh Campus and other University sites.	Same as above
6.3	Self-development		Keep abreast of all Universal Design developments and literature.	Co-ordinator will be maximally empowered to guide University on all matters related to build- environment, landscape and relevant equipment to maximize access and opportunities for people with disabilities.
7.	<b>MANAGE ASSISTIVE TECHNOLOGY FOR STUDENTS WHO ARE DEAF AND HARD OF HEARING</b>	10%		
7.1	Systems will be installed correctly and function optimally		Oversee the installations of loop system technologies in identified venues and functioning in various venues.	Persons with hearing impairments using the venues are able to access lectures, etc., and investment in equipment is justified.
7.2	Liaison with Classroom Facilities		Assist Class Room Facilities with the installation of induction loop systems;	Co-ordinator will be informed of current technology and will liaise with vendors re pricing, installations and quality of service.
7.3	Vendor Management		Create and maintain contact with vendors of hearing and mobility assistive technology.	Correct information will be available to colleagues in Class Room Facilities.

### MINIMUM REQUIREMENTS

Minimum qualifications	Bachelor's degree or equivalent			
Minimum experience (type and years)	A minimum of 3 years' experience within a disability related field			
Skills	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Excellent presentation skills</li> <li>• Skills and sensitivity to engage with students with disabilities</li> <li>• Strong interest in and empathic attitude to working with students</li> <li>• Flexibility and adaptability to a variety of presenting problems.</li> <li>• Must be able to work within a multidisciplinary team.</li> <li>• Creativity and ability to think outside the box</li> <li>• Teamwork and sound interpersonal relationship skills.</li> </ul>			
Knowledge				
Professional registration or license requirements	n/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	n/a			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	A good knowledge of the different access needs of people with a wide range of disabilities	2	Client/Student Service Support	2
	Strong advocacy & communication skills	2	Written Communication	2
	Ability to interpret technical building and design specifications a recommendation	2	Building partnerships	2
	Decision making/Judgement	2	Quality commitment/Work standards	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	Supervised by Manager, Disability Service. Minimal supervision
Amount and kind of supervision exercised	n/a
Decisions which can be made	Any decision that falls within their scope of expertise
Decisions which must be referred	Decisions which impact budget

### CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT Properties & Services, Student Records, Student Housing Department, Disability Studies Department, Student Admissions Department, Campus Protection Services, Health & Safety Service, UCT Traffic Department, Office of the Registrar
External to UCT	Hospitals; architects; vendors