

Position Title: Equitable Learning and Accessibility Coordinator (ELAC)	Business Unit: Student Operations
Reports To: Head of Student Services	Direct Reports: No
Employment Type: Full Time	Classification: General Staff Level 7 Education Services (Post Secondary Education) Award 2020
Budget responsible for: N/A	Location: Across several campuses. Main campus is Wellington Street
Purpose of the Role	
<p>The Equitable Learning and Accessibility Coordinator is responsible for ensuring that all students, regardless of their background, identity, or abilities, have equitable access to educational opportunities and resources. This position is key in promoting an inclusive, supportive, and accessible learning environment at Collarts. The Coordinator will work collaboratively with faculty, staff, and students to implement and enhance access plans, and resources that address the diverse needs of learners.</p> <p>This position is based at the Wellington Street campus in Collingwood with a requirement to be present and visible at the other campuses on a regular basis including the National Institute of Circus Arts in Prahan.</p> <p>In this role there may be occasional times when working outside of normal hours is necessary to coordinate events, meet project deadlines or operational needs.</p>	
Strategic Goals the role contributes to the success of achieving	
<p>We will better prepare students for study with foundation courses that build capacity, capability and confidence. Our student support will be world-class, adapting to the needs of our diverse cohorts. We will partner with students to codesign an outstanding student experience.</p> <p>We will be relentless in our pursuit of seamless, efficient ways of working, leaving creativity for the classroom. Our operations roadmap and financial plan will focus on taking the effort out of administration and delivering improved, sustainable margins.</p> <p>We will be externally endorsed as a high-quality provider with self-accrediting authority and then University College status. We will be recognised as Australia’s leading provider of creative tertiary education, with outcomes and partnerships that stand as testament to our quality.</p>	
Key Outcomes	
<ul style="list-style-type: none"> As a discipline leader on accessibility, build organisational capacity towards best practice for students with accessibility needs, by providing expert briefings, reports, advice and training on disability, accessibility, legal and regulatory requirements and complaints resolution, inclusive practice and universal design to inform Collarts strategic response, aligned with government policy and industry best practice. Influence best practice models and enhance the knowledge of inclusive education and disability services through strong professional 	

relationships with academic and professional staff within the college, disability practitioners in other tertiary education institutions and relevant external organisations.

- Develop and drive processes, procedures and projects to ensure quality operational service provision.
- Develop and implement the Collarts Disability Inclusion Action Plan and Universal Design of Learning (UDL) Action Plan.
- Develop and undertake evaluation of the ELA service, analyse findings and prepare reports to drive continuous improvement and to inform future strategies and actions.

Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

- Identify and monitor students at risk including the development of processes to support the identification of at risk students.
- Apply understanding of inclusive practice approaches in teaching and assessment and determine fit for purpose solutions.
- Complete assessments of the learning impacts of students and determine reasonable academic adjustments for students to equitably participate in their subjects, including the possible need for assistive technology.
- Maintain key data sets and contribute to the development of intervention strategies with a view to increasing retention.
- Assist students with access to support services including referrals to support services both internal and external to Collarts.
- Collaborate with Program Leaders and Coordinators to understand required learning outcomes in order to customise learning techniques and supports required.
- Foster independence in students with disabilities, long- term illnesses and or mental health conditions and help them build confidence to navigate Collarts.
- Track and report on student engagement with the equitable learning and accessibility services provided to continuously improve service delivery.
- Develop and convene the Disability Inclusion committee, facilitate regular meetings and ensure action items are completed.
- Develop and deliver workshops / resources on key topics to support teaching and support staff.
- Maintain and up to date knowledge of industry trends and learning techniques relevant to Collarts' operating environment.
- Maintain full compliance with all relevant legislation and regulations, including but not limited to:
 - quality standards issued by education regulators TEQSA and ASQA,
 - Disability Discrimination Act 1992 and the Equal Opportunity Act,
 - consumer protection and human rights legislation including anti-discrimination protections, and
 - workplace health and safety legislation and associated safety instructions.

Selection competencies

Essential competencies

- Tertiary qualification in Education, Disability, Inclusion, Health, Community Services or related field with relevant work experience or an equivalent combination of education/training and significant relevant experience.

- Demonstrated expertise in disability and equal opportunity practice in a tertiary education institution, (including UDL), current legislation and emerging policy trends, including knowledge of the Disability Discrimination Act 1992, and the Equal Opportunity Act and other relevant legislation.
- Demonstrated ability to inform, guide and negotiate supportive outcomes which are inclusive, utilise resources effectively, and optimise students' outcomes.
- Demonstrated capacity to draw upon related skills and expertise to develop and deliver equity programs that are targeted and responsive.
- Demonstrated experience in supporting teaching and/or participation strategies which are inclusive of all students.
- Excellent interpersonal and communication skills to consult, engage, negotiate and influence effectively with a range of internal and external stakeholders.
- Demonstrated commitment to continuous improvement and innovation of learning and accessibility service delivery.
- Strong organisational skills, including a demonstrated ability to prioritise tasks, meet deadlines and work independently, effectively and efficiently under pressure.
- Demonstrated ability to grow strategic partnerships with third party providers and support services.
- Track and report on student engagement to management and teaching groups as required.
- High-level conceptualisation and planning skills with a proven ability to identify current and emerging issues affecting students with disability.
- Provide advice to a range of stakeholders, and drive innovation to respond to these issues within the Equitable Learning Service and the broader college.

Desirable competencies

- Experience working with a creative audience.
- Has working knowledge of Student Management Systems (Salesforce), Learning Management software and Canvas.
- Knowledge of assistive technology provision and funding opportunities including grant processes.
- Strong network of industry connections.
- Accidental counsellor training, first responder training and mental health first aid training.

Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values. As a member of the Student Services team, this role leads by example in embodying our core values of:

CURIOSITY Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

KINDNESS Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

CONNECTION Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

COLLARTS

COURAGE Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

MASTERY Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.