



## Job Description Manager Accessibility & Learning Support Level 6

<b>Position Number</b>	<b>10001456</b>	<b>Reporting Relationships</b>
<b>Division</b>	Organisational Services	<i>Reports to:</i> <i>Director Student Support Services, Level 8</i>
<b>Branch</b>	Inclusive Student Services	<i>Direct Reports: 13</i>
<b>Location</b>	Various	<i>Indirect Reports: 5</i>
<b>FTE</b>	1.0	
<b>Agreement/Award</b>	<i>Government Officers' Salaries, Allowances and Conditions Award 1989 Public Sector CSA Agreement 2024 or as replaced</i>	

### Key Role Statement

Develops and implements policies, procedures, programs and services to ensure appropriate opportunities, support and assistance to students with disabilities in the learning environment.

### Key Responsibilities

- Provides consultative advice and assistance to College staff related to contemporary services for people who require accessibility or learning support to ensure effective design and development of integrated classroom environments.
- Manages the provision of support services for students who require accessibility or learning support to improve and assist training outcomes, facilitate access and respond to discriminatory practices and attitudes.
- Maintains an operational structure that is responsive to the needs of students in situation of personal crisis by providing referral to appropriate external support services
- Establishes strong, productive relationships with internal and external partners, and undertakes and completes negotiations to ensure appropriate support services are available to students
- Negotiates and facilitates an integrated learning environment and approach for students who require accessibility or learning support in the academic areas, client services and external related agencies.
- Develops the annual plan for the provision of accessibility and learning support services to students and contributes to planning for staff with disabilities to ensure compliance with Occupational Safety and Health (OSH) and Equal Employment Opportunity (EEO) policies and legislation requirements including actively promoting an equitable, safe and healthy working environment.
- Manages the accessibility and learning support staff and deals with all related HR matters.
- Oversees the budget and financial reporting for the Accessibility and Learning Support team extending these initiatives to TAFE International Western Australia (TIWA) whilst managing the team within the allocated staffing levels
- Develops and oversees the implementation of the College's Disability Access and Inclusion Plan and TAFE International Western Australia (TIWA) annual reporting requirements.

- Develops and oversees the implementation of the College's Disability Access and Inclusion Plan and annual reporting requirements.
- Develops and implements operational plans, budget, procedures and policies and ensures compliance with Disability Discrimination Act, WA Equal Opportunity Act and Disability Standards for Education legislation to ensure the College provides equitable services to students who require accessibility or learning support.
- Provides consultative advice and assistance to College management related to investigating and resolving complaints relating to disability discrimination
- Demonstrates a commitment to Work Health and Safety laws, Public Sector Standards and Equal Employment Opportunity principles.
- Behaves and formulates decisions in line with the Public Sector Code of Ethics, NM TAFE Code of Conduct and NM TAFE Values.
- Undertakes other duties as directed.

### Our Values



Respect



Integrity



Student centred



Accountability



Innovation



Professionalism

### Our Culture

The idea of a culture of caring encompasses many things: leaders caring about employees, employees caring about each other and students, and employees caring about why we do what we do.

Caring focuses on building relationships and mutual trust in a collaborative and welcoming workplace where people help and support one another while demonstrating an agreed set of values. Part of your role is to nurture a caring culture.

### Selection Criteria

#### Essential

1	Proven ability to exercise initiative in the design, development, and implementation of policies and procedures that support accessibility and learning support services.
2	Extensive experience in interpreting and applying the Disability Standards for Education 2005, the Disability Discrimination Act 1992, and the Western Australian Equal Opportunity Act 1984.
3	Highly developed negotiation and communication skills, with the capacity to build strong stakeholder relationships that enhance outcomes for students requiring accessibility or learning support.
4	Demonstrated capability in leading, managing, and guiding a service team to achieve organisational objectives, underpinned by sound customer service principles and practices.
5	Advanced digital literacy, including the ability to develop and monitor budgets and confidently use a range of administrative software applications.

#### Desirable

- Relevant Tertiary Qualification

#### Other Requirements

- May be required to work from any College campus.
- Will be required to work out of hours occasionally.

### Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

#### Business Area Director

Name Kim Hansen  
Date 07 May 2026

#### Delegated Authority

Name Kelly Edwards  
Date 03 February 2025

