

Applications are invited from suitably qualified candidates for the following position

**Disability Officer (Educational Psychologist)  
Professional 5**  
**DCU Disability & Learning Support Service**  
**Student Support & Development**  
**3 Year Fixed Term Contract**

**Dublin City University**

Dublin City University is a leading innovative European University with a mission to 'transform lives and societies'. DCU ranks as one of the world's Top 350 Universities, *Times Higher Education*, and is proud to be Ireland's No. 1 Young University. The University is known for the 'transformative student experience' it offers, and is also recognised for its impact in addressing global challenges in collaboration with national and international stakeholders.

**Overview of the Department**

Student Support & Development (SS&D) offers professional, academic, and personal support and development opportunities to students at DCU. It is a busy and diverse unit, which encompasses the Student Advice and Learning Service, Counselling & Personal Development, the Student Health Service, the Disability & Learning Support Office, the Access Service, and the Inter-Faith Service.

**Role Profile**

SS&D is currently seeking a qualified Educational Psychologist for the role of Disability Officer, who will be positioned within the Disability & Learning Support Service (DLSS). This post involves the delivery of a high-quality service for students registered with the DLSS. While the main focus of the role will be students with a specific learning difficulty it may also include students with a range of disabilities.

The DLSS currently have 1400 students registered with the service and includes students with a specific learning difficulty, mental health difficulties and ongoing illnesses. The purpose of the Disability Officer role is to provide specialist support and comprehensive guidance to students throughout their academic lives in DCU. This will involve carrying out a needs assessment, providing learning support and putting in place any reasonable accommodations that is required to ensure that a student with a disability can participate fully in the university environment.

The Disability Officer will work within the context of the multi-disciplinary Disability & Learning Support Service team and the wider Student Support & Development Unit in DCU. The post holder will be required to work as part of a busy team and deal with a diverse and confidential range of inquiries and at times work under pressure. The role will report directly to the Head of the Disability & Learning Support Service.

**Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Manage a caseload of both undergraduate and postgraduate students with specific learning difficulties & disabilities across a number of Faculties.

- Assess prospective and current students' academic and support requirements through the Needs Assessment process, in order to fully participate in the life of the University.
- Monitor and oversee the delivery of academic supports to students.
- Conduct educational assessments from time to time.
- Liaise with staff across the University, academic and professional services, and external agencies to ensure the effective implementation of assisting students with a disability.
- Administer applications for the ESF fund for students with disabilities.
- Assist in the DARE screening and offers process.
- Lead on the co-ordination and delivery of Orientation for students with disabilities.
- Develop and deliver relevant initiatives to enhance the University experience for students with disabilities.
- Promote quality by evaluating, monitoring and reporting on the service regularly and integrating evidence-based practice into the service.
- Work with DLSS colleagues, develop and deliver disability awareness training to both internal and external partners.
- Keep up to date with disability legislation, funding eligibility and best practice in the sector.
- Assist in the preparation of awareness and publicity material relating to disability issues and in the promotion of the DLSS.
- Work with staff across the University to promote inclusivity and to facilitate equal access to the curriculum and university facilities.

This role may change in line with department requirements and the strategic direction of the University. The individual will be expected to carry out any duty requested by their Head of Unit and the Director of Student Support & Development.

#### **Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply.

Please note staff must have successfully completed their probationary period.

#### **Qualifications and Experience**

##### **Essential**

- Candidates must have a primary degree or equivalent (NFQ Level 7) in Psychology or a closely related discipline.
- Candidates must have at least 3 years' relevant experience in the disability field, preferably within a higher education environment.
- A post-graduate professional qualification in educational psychology, accredited by the PSI or equivalent body.
- Graduate membership (or eligibility for same) of the Psychological Society of Ireland (PSI) or the British Psychological Society (BPS).
- Candidates must have comprehensive knowledge of disabilities and their effects in education.
- Extensive knowledge of higher educational institutions – courses, assessments, rules, processes and practices.
- An ability to work effectively as part of a wider team and excellent communication skills.
- Knowledge of Assistive Technology devices.

- Knowledge of relevant legislation and its implementation (e.g. Disability Act 2005, Equal Status Acts 2000 - 2008).
- Awareness and comprehension of new resources, practices and issues in the higher education sector.
- Proven ability to initiate and successfully deliver training.
- Ability to multitask, prioritise tasks and work to deadlines.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training:

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- AI Literacy

Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 5 - €58,070 - €69,963 (*refer to [DCU Paycales](#) for the applicable payscale for the role.*)

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

**Closing date:** Wednesday, 25<sup>th</sup> February 2026

### **Additional Information**

Additional Information: Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

### **Remote Working Policy**

DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.

Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the [remote working policy](#) will apply.

**For more information on DCU Disability and Learning Support Service, please visit:**

<https://www.dcu.ie/disability>

**Informal Enquiries in relation to this role should be directed to:**

Ms Anne O'Connor, Head of Disability and Learning Support Service, Dublin City University.

Phone: + 353 (0)1 7005160

Email: [anne.oconnor@dcu.ie](mailto:anne.oconnor@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

### **Application Procedure:**

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.*

*The University's Athena SWAN Silver Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*

