

Helpdesk Report: Disability Adviser

by

Incomes Data Research

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This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

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Contents

1. Introduction.....	4
2. Market salary data	4
2.1. Market data.....	4
2.1.1. Official earnings data	4
2.1.2. NHS data	5
3. Job advertisements	6
3.1. Data and summary.....	6
3.2. Job advertisements.....	6

1. Introduction

This report has been prepared by Incomes Data Research (IDR) and, as requested, it provides market salary data for the following role(s):

- Disability Adviser

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Disability Adviser.

2.1.1. Official earnings data

The data provided below is based on the Government’s latest Annual Survey of Hours and Earnings (ASHE), for April 2017. This survey, conducted by the Office for National Statistics, provides a snapshot of earnings each April and is based on a 1% sample of National Insurance numbers. ASHE is considered a reliable source of official earnings data.

The following table details the median and average UK gross annual pay for full time employees in the closest-matched occupational category. It also provides information on the annual percentage change which can be an indicator of labour market pressures.

Annual pay - Gross (£)¹ - For full-time employee jobs: United Kingdom, 2017

Description	Code	No. of jobs (000s)	Median £	Annual percentage change %	Average £	Annual percentage change %
Youth and community workers	3231	43	25,363	0.4	26,076	1.8
Welfare and housing associate professionals n.e.c.	3239	43	22,986	-1.9	24,137	-1.9

Source: Table 14.7a, ASHE 2017.

2.1.2. NHS data

In this section we provide information on the salary range for the pay band likely to cover comparator jobs in the NHS. The NHS, with 1.2m staff is the largest employer in the UK and as such plays a key role in influencing market for many non-medical roles, particularly in education, given the links between parts of higher education and the NHS.

Similar roles that of Disability Adviser in the NHS would typically be employed on either Band 5 or 6 and the current salary ranges are between £23,023-£29,608 and £28,050-£36,644 a year outside of London and high-cost areas in the South East/South.

Roles based in high-cost areas qualify for the following supplements:

- Inner London – 20% of basic salary, subject to a minimum payment of £4,326 and a maximum payment of £6,663;
- Outer London – 15% of basic salary, subject to a minimum payment of £3,659 and a maximum payment of £4,664;
- Fringe – 5% of basic salary, subject to a minimum payment of £1,000 and a maximum payment of £1,733.

¹ Gross pay excludes bonuses but includes basic pay, shift premium payments, overtime pay, paid leave, maternity pay, sick pay and other pay.

3. Job advertisements

This section details current comparable vacancies from our database of advertised positions.

3.1. Data and summary

Disability Adviser – advertised positions summary

	Minimum	Maximum
Average	£25,333	£26,232

Disability Adviser job advertisements

Reference ID	Organisation	Job title	Min	Max	Hours	Extras	Benefits
AC340	Birmingham City University	Enablement Assistant	£20,666	£22,463	Part Time		Birmingham
AC469	The University of Law	Senior Disability Support Officer	£30,000	£30,000	Full Time	plus benefits	London

3.2. Job advertisements

The following pages present the job advertisements for the above vacancies.



Senior Disability Support Officer

The University of Law

Location:	London	Placed On:	31st July 2018
Salary:	Up to £30,000 per annum plus benefits	Closes:	19th August 2018
Hours:	Full Time		
Contract Type:	Permanent		

Apply

Location: London multi campus

The University of Law is one of the UK's leading providers of legal education and training, working right at the heart of the legal profession. We bring together teaching of the highest quality, a focus on practical skills and innovative learning styles to deliver perfect preparation for life in legal practice and ongoing professional development.

We are in an ongoing, exciting period of growth and expansion, as a result of that we are looking for outstanding people to join our committed and supportive team of professionals.

The Disability Support Service has a new role: Senior Disability Support Officer

A rare opportunity to join, the friendly and flexible Disability Support Service. We are committed to an inclusive environment for both staff and students. The NSS survey shows disabled students at the University of Law are more satisfied than the national benchmarking, making our team a supportive place to work.

You will be responsible for assisting the Disability Support Service Manager with complex cases and managing your own case load. You will be required to provide excellent student service and demonstrate a supportive and friendly manner. You will advise students on Disabled Student's Allowance, adjustments and signpost students to our external support providers, for example Big White Wall.

The Senior Disability Support Officer will have experience advising disabled people, ideally in a higher education environment. You will have knowledge of supporting students/people with SpLD's, Visual impairment and mental health conditions.

We offer an excellent range of competitive benefits including a generous annual leave allowance, private medical scheme, contributory pension scheme, life assurance, training and qualifications, and travel loans.

Please click the apply button to be directed to our website for a full job description, person specification and application form.

Please note, CVs will not be considered and only application forms are accepted for this role.

For an informal discussion about the role please contact Jennifer Harley on 01483 216843 or email Jennifer.Harley@law.ac.uk.

No agencies please.

Some posts within the University are subject to a DBS check - you will be notified of this during the application process.

The University of Law is committed to the equality of opportunity.

Closing date: Sunday 19 August 2018

Interview date: Week commencing Monday 27 August 2018

Advert information**Type / Role:**

Professional or Managerial

Subject Area(s):

Student Services

Location(s):

London



BIRMINGHAM CITY
University

Enablement Assistant

Birmingham City University - Student Affairs

Location:	Birmingham	Placed On:	10th August 2018
Salary:	£20,666 to £22,463 per annum	Closes:	24th August 2018
Hours:	Part Time	Job Ref:	082018-364
Contract Type:	Fixed-Term/Contract		

Apply

Location: Multiple Campuses

Salary: £20,666 to £22,463 per annum pro rata 1 Year Fixed Term / Part Time 15 Hours

Closing Date: Friday 24 August 2018

Interview Date: Tuesday 04 September 2018

Reference: 082018-364

Student Affairs is seeking an Enablement Assistant to provide administrative support to the Enablement and Wellbeing teams in the maintenance of client records and funding details, the timely implementation of disability support and liaison with internal and external partners in the support of disabled students.

The role includes the provision of advice to students and applicants enquiring about all aspects of disability support and answering and referring general queries made to the Enablement and Wellbeing Teams.

The required skills for the role are as follows:

Essential

- Educated to GCSE level or equivalent including English and Mathematics at Grade C or above;
- Experience of working within a busy office environment dealing with multiple tasks, queries, and deadlines;
- Experience providing customer-facing services;
- Extensive use of Microsoft Office packages, particularly Excel, Word, and Outlook;
- Must have flexible attitude to working practices, and be willing to work from any University site with little notice;
- Willing and able to undertake some evening and/or weekend work;
- Driven by excellent communication and customer service standards, particularly in relation to students;
- A good working understanding of confidentiality and data protection issues;
- Good attention to detail, and an ability to work within procedures and guidelines.

Desirable:

- Level 3 Qualification, e.g. GNVQ or NVQ 3 Advanced in Administration;

- Experience of working with disabled people;
- Experience of higher education, or working with students or young people;
- Knowledge of student funding arrangements;
- Understanding of relevant equality legislation;
- Familiarity of working with data is desirable.

Student Affairs encourages diversity. We welcome applications from all sections of the community, including disabled people and people who identify as LGBTQ+.

Please call Shervjeet Garcha on 0121 331 6963 for an informal conversation about the role and duties.

[Email details to a friend](#)

Apply Online

Further details:

- [Job Description](#)
- [Core Values](#)

Please note; on occasions where we receive a large number of applications, we may close the advert ahead of the publicised closing date. If this does happen, we will contact all candidates via email who have started but not yet completed their application, giving 48 hours' notice. We would therefore advise that you submit your completed application as soon as possible.

Birmingham City University holds an Athena Swan Bronze Award and promotes the advancement of gender equality through Representation, Progression and Success for All. We are an equal opportunities employer and welcome applications from all sections of the community.

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the

employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Visas and Immigration department requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit the UK Visas and Immigration website.

Advert information

Type / Role:

Clerical

Subject Area(s):

Administrative

Student Services

Location(s):

Midlands of England



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