

# A.M.E DISABILITY CONSULTANTS

**90 Longbridge Road, Barking, Essex, IG11 8SF**

**Tel: 020 8507 8841 Fax: 020 8507 9650**

Email: [info@accessmadeeasy.co.uk](mailto:info@accessmadeeasy.co.uk)

Website: [www.accessmadeeasy.co.uk](http://www.accessmadeeasy.co.uk)

## **Job Description for Technical Consultant**

***Job Title: Technical Consultant***

### **EXPERIENCE AND QUALIFICATIONS**

- BCAB accredited, AIITT, CAPD, and Signer, otherwise educated to graduate or A level or equivalent
- Practical past experience also taken in to account

### **OVERALL PURPOSE OF JOB**

- To conduct Access to Work assessments for AME on behalf of Jobcentre Plus (under contract)
- You will work as part of a multi-disciplinary team, and indeed may be multi-disciplinary yourself (this dependant on skills qualifications and experience)
- You will produce Access to Work reports to the quality and standard expected by Jobcentre Plus

### **MAIN DUTIES**

- Booking of customer appointments
- Conducting Access to Work Appointments
- Assessing Access to Work need
- Producing final Access to Work reports
- Liaising with customers and suppliers to ensure that the right technical solution is arrived at
- Obtaining supplier quotes as needed
- Maintain a list of contacts/suppliers and make these available to AME for central collation
- You may be asked to produce technical reports covering all Sensory/Physical/specific learning disabilities (dyslexia), dependent on your particular area or areas of expertise
- To put together training plans and handouts
- To demonstrate trial, install and train on specific equipment

- If you are a programmer and have undergone a 5 day JAWS scripting course you will be asked to undertake JAWS scripting assessments and to write these scripts

## **TRAINING AND DEVELOPMENT**

To attend supplier exhibitions and technical seminars as agreed with the partners.

## **HEALTH AND SAFETY**

- To have a good knowledge of British/European legislation and to apply this when conducting Access to Work assessments.
- To be aware and mindful of good Health and Safety Practice when setting up technical solutions on-site.

## **RESOURCES**

Home based self-employed associate.

## **EQUAL OPPORTUNITIES**

- To demonstrate knowledge of and compliance with equal opportunities legislation, and to apply this knowledge precisely when conducting Access to Work assessments
- To be aware and mindful of the AME equal opportunities statement

## **CONFIDENTIALITY**

To maintain confidentiality at all times, including confidentiality between the client/referring officer/assessor/AME

## **DATA PROTECTION**

To adhere to the DPA and ensure the safe and secure storage of manual/electronic files

## **PERSON SPECIFICATION**

- Experience and understanding
- Experience of conducting Access to Work assessments
- Experience of what particular solutions can actually do, in terms of improving client efficiency at work
- Understanding of how to resolve issues of network compatibility

## **KNOWLEDGE**

- Knowledge of a range of technical solutions available to resolve disability specific issues

- Knowledge of how to install and train on any such
- Knowledge of how to demonstrate a range of this equipment

## **SKILLS AND ABILITIES**

- If conducting Hearing assessments, be able to interpret an audiogram
- If conducting a technical Dyslexia assessment, be able to interpret and understand the specific recommendations of a Dyslexia report
- If conducting a Low Vision assessment, attendance on 5 day training course (see above); this combined with ability to perform visual tests on-site
- If conducting PC based assessments, knowledge of the range of software available to help those with sight/hearing/physical/specific learning difficulties (Dyslexia)
- If conducting PC assessments, to be aware of all hardware and software issues that may impact on compatibility, and to ensure that no issue is left unresolved; you will have the ability to solve the vast majority of problems and will consult suppliers and IT departments to do this
- The ability to involve IT departments in the decision making process to ensure an outcome that meets the client's needs while dealing with employers constraints (an example of this could be home office security)
- Ability for high level study including BCAB or AIITT, CAPD/signing or deaf/blind manual alphabet dependent on discipline
- Self motivated
- Ability to hit deadlines and remain calm when under pressure
- Ability to prioritise a heavy workload
- Ability to produce written reports to a very high standard
- Ability to proof final copy to a very high standard of accuracy
- Ability to research and produce supplier quotes in final reports as needed
- Ability to assess risks
- Ability to interpret complex legislation (DDA and British/European Health and Safety legislation)
- Able to work most of the time with minimal supervision
- Able to empathise with the sometimes complex needs of someone with a disability
- Able to point out business benefit if appropriate
- Have the ability to set up install and train on specific technical equipment
- Have the ability to produce logical well thought out training plans and handouts as needed

**Andy Taylor**  
**AME Partner**  
**January 2006**

