

# Digital Accessibility Specialist: Transforming Resources for Inclusivity

## Vacancy Summary / Introduction -

In today's digital age, accessibility is not just a preference but a necessity. As technology continues to shape education, ensuring that digital resources are accessible to all individuals, regardless of their abilities, is paramount. This job role revolves around the vital task of updating digital resources to enhance accessibility, fostering inclusivity and providing equal opportunity for all users.

As a Digital Accessibility Specialist, your primary responsibility will be to evaluate and enhance the accessibility of digital resources, including Powerpoint, Google Suite, Word and PDF documents, and multimedia content. You will implement best practices and standards, ensuring compliance with accessibility guidelines such as WCAG (Web Content Accessibility Guidelines). Your role will involve conducting accessibility audits and implementing solutions to improve accessibility of resources contained within our Blackboard VLE.

## Pay Rate -

The pay rate will be matched to **3A15 Clerical/Admin L3**, this equates to £12.17 per hour.

## Location -

Your base will be The St Frederick Mappin Building, however since the work is online and can be done remotely, you will not be required to attend and will be considered a remote worker for the duration of the post.

## **Hours per week -**

You will be required to work a minimum of 10 hours per week up to a maximum of 16 hours in one week.

## **Total Hours -**

The deadline for this project is August 2025, this means there will be blocks of work to be carried out up to the deadline and successful applicants can opt to do all blocks or dip in and out as they wish.

We envision 4 blocks of work to successfully complete the project.

## **Duration -**

The deadline for this project is August 2025 and the four blocks will commence as shown below -

**Block 1** - May - July 2024

**Block 2** - Oct - Dec 2024

**Block 3** - Feb - Apr 2025

**Block 4** - May - Aug 2025

You can work all 4 or whichever suits you, but for each week of the block you work, we will expect a minimum of 10 working hours per week.

## **Job Description -**

We are seeking applicants who can update and enhance digital resources to foster inclusivity and provide equal opportunity for all users.

## **Responsibilities:**

- **Evaluate and Enhance Accessibility:** Your primary responsibility will be to assess the accessibility of digital resources, including Powerpoint presentations, Google Suite documents, Word files, PDF documents, and multimedia content. You will identify barriers to accessibility and implement solutions to enhance the usability of the resource.
- **Ensure Compliance with Standards:** Implement best practices and standards to ensure compliance with accessibility guidelines, such as WCAG (Web Content Accessibility Guidelines). You adhere

to the University accessibility standards and regulations to ensure that our digital resources meet or exceed the required accessibility criteria.

- **Conduct Accessibility Audits:** Perform comprehensive accessibility audits on digital resources, identifying areas for improvement and implementing solutions to enhance accessibility and track progress towards achieving accessibility goals.

## **Person Specification -**

The ideal candidate for the role of Digital Accessibility Specialist possesses a blend of education, experience, and soft skills essential for enhancing the accessibility of digital resources. A Technology or Mathematical background is not required; they must have demonstrated a willingness in improving accessibility across various platforms, including PowerPoint, Google Suite, and PDF documents. Experience of working to standards and familiarity with assistive technologies, will be beneficial.

### **Qualifications and Experience:**

- No specific qualification needed
- Experience in digital accessibility and educational technology is highly desirable.
- Familiarity with accessibility standards and a strong understand of what constitutes a good resource

### **Key Requirements:**

- Proficiency in evaluating and enhancing the accessibility of digital resources, including PowerPoint, Google Suite, Word and PDF documents, and multimedia content.
- Experience in conducting accessibility audits and implementing solutions to improve accessibility.
- Ability to ensure compliance with accessibility standards and guidelines, particularly WCAG.
- Familiarity with assistive technologies and tools used by individuals with disabilities.
- Competence in using accessibility evaluation tools such as screen readers, colour contrast analyzers, and automated testing software.
- Experience with Blackboard VLE is advantageous.

- Strong problem-solving skills and attention to detail.
- Excellent communication skills to collaborate with academics to promote accessibility best practices.
- Ability to prioritise tasks and manage multiple work streams simultaneously.
- Commitment to fostering inclusivity and providing equal opportunities for all users.

### **Personality Traits and Soft Skills:**

- Patience and perseverance in addressing accessibility barriers.
- Strong teamwork and collaboration skills.
- Proactive attitude towards learning and staying updated on accessibility trends and technologies.
- Excellent organisational skills and ability to work independently with minimal supervision.
- Adaptability to evolving technologies and changing project requirements.
- Strong commitment to promoting accessibility and diversity in digital resources.

### **How to apply -**

Please complete the Application Form by answering the application questions and submitting a Supporting Statement for your suitability for the role.

Successful applicants will then be asked to undertake an accessibility task, which will involve improving issues with resources to make them more accessible.

This will be a timed exercise, and any applicant not attempting the task will not progress any further in the selection process.

Depending on the number of applicants there may be an interview process, details of which will be given nearer the time.