

# BIM Access Officers

## Role and Responsibilities

### Document Control

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### Version History

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## **Background**

BIM has appointed an Access Officer in accordance with section 26(2) of the Disability Act 2005. BIM has also appointed a Deputy Access Officer as well as Access Officers in the National Fisheries Colleges in both Greencastle and Castletownbere. The Access Officers in the colleges are the primary points of contact for students.

## **Role**

The role of the Access Officer is to arrange and co-ordinate the provision of assistance and guidance to persons with disabilities in accessing our services. In BIM the role of the Access Officer is to help customers, students and staff with disabilities to access our services, buildings, and information.

## **Responsibility**

The Access Officer has the following responsibilities:

- To act as the primary point of contact for people with disabilities wishing to access BIM's services;
- To act as the primary contact for staff or students requiring their advice and support;
- To be a member of the Equality, Diversity and Inclusion team within BIM;
- To maintain the Accessibility page of [www.bim.ie](http://www.bim.ie) so that the general public is made aware of the availability of the Access Officers and knows how to avail of their assistance;
- To provide accessibility advice to BIM staff organising conferences and public events;
- To work with the facilities office to identify work that needs to be done to improve accessibility;
- To consult both with customers and students with disabilities as well as disability groups to make sure that BIM's supports are having maximum impact.

## **Training**

Access officers may need training to make sure that they know how to help customers with disabilities to access services, buildings, or information. BIM's Access Officer is required to undertake training in disability awareness and inclusivity. A wide range of training is supported and encouraged that will assist the Officers in undertaking their duties.