



**Manchester  
Metropolitan  
University**

**Frequently Asked  
Questions for  
Disabled Candidates  
and  
Prospective Employees**

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# 1. What is disability?

## Definition of a Disabled person under the Equality Act (2010):

The Act says a disabled person is someone with a physical or mental impairment which has a **substantial** and **long-term adverse** effect on their ability to carry out normal day-to-day activities.

**Substantial** means more than minor or trivial.

**Long-term** means that the impairment has lasted or is likely to last for at least 12 months or for the rest of the affected person's life.

**Adverse** means more than minor or trivial effects on activities such as brushing teeth, walking, eating, being able to concentrate etc.

The University is committed to promoting equality for all and prohibits unlawful discrimination against any applicant because of age, disability, gender identity or gender expression, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, at any stage of the recruitment process.

## 2. What is Manchester Metropolitan University's commitment to disability equality and how does it demonstrate that it's disability smart?

Manchester Metropolitan University believes that disabled people have a right to be able to participate fully in employment opportunities that the University has to offer.

### Our Commitment

Our vision for disability equality in relation to recruitment is that:

- ✓ Physical, social and attitudinal barriers that disabled people face are removed.
- ✓ Inclusive and accessible environments are promoted.
- ✓ Disabled people experience equality of opportunity when applying for employment and working at Manchester Metropolitan University.
- ✓ We will be proactive in all matters relating to equality of opportunity and promoting diversity and inclusion.

## **We are Disability Smart.**

We proactively seek advice, provide support networks, fully train and develop our staff in order to enhance the experience of our disabled community. We ensure best practice on disability-related matters through the government's Disability Confident Scheme and the University's membership of the Business Disability Forum.

### **3. What is the Disability Confident Scheme?**

**Disability Confident** is a voluntary government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions, for their skills and talent. In 2019, Manchester Met was awarded the highest Disability Confident Leader level because we:

- Deliver on all core actions and systematically review our services/activities.
- Recognise and value the voice of disabled people in all our decision-making
- Retain and develop our workforce
- Encourage other employers in our supply chain.
- Engage with other businesses to share good practice.
- Celebrate success.

- Host Disability Confident inspired events.
- Can anticipate and readily accommodate the needs of disabled people.

We work with the Department for Work and Pensions (DWP) to lead the way in changing attitudes towards disability, and to encourage all colleagues to provide opportunities to ensure that disabled people and those with long-term health conditions can fulfil their potential at work. Find out more here.



## 4. How does the Disability Confident Scheme work at the University?

The Disability Confident Scheme ensures that any disabled candidate who meets the essential criteria for a vacancy will be guaranteed an interview. Therefore, if you do decide to disclose your disability, the Resourcing team and Chair of the shortlisting panel will be provided with this information.

We ask all job applicants to complete our Equality and Diversity Monitoring Form as honestly as possible, in order that we can monitor the effective implementation of our policies. Equality monitoring data is separated from the main application. Should the Recruitment Panel subsequently offer you employment, the information will form part of your confidential personnel record.

There will be further opportunities for you to inform us about your disability or long-term health condition throughout the recruitment process.

## 5. What is the Business Disability Forum's Disability Standard?

The Business Disability Forum (BDF) is a not-for-profit membership organisation that makes it easier and more rewarding to do business with and employ disabled people. Manchester Metropolitan University has been a member of the BDF since 2000.



The BDF's Disability Standard is the only business-led benchmark that measures an organisation's performance on every aspect of disability as it affects a business. It enables organisations to accurately plan for, and measure their progress towards becoming an increasingly disability-smart organisation.

In 2017, we became the first university to achieve the top 'Gold' status since the assessment was introduced in 2004, making us one of just four organisations to have achieved the highest rating of Gold. The BDF commended us on our culture of cross-organisational commitment, consultation and continuous improvement, which is an important feature of any disability smart organisation. Due to our effort and commitment to work with other HEIs to encourage good practice, the BDF have described Manchester Met as a '[sector-leading disability-smart organisation](#)'.



## **6. Why should I read this information before applying for a job at Manchester Metropolitan University?**

At Manchester Metropolitan University we pride ourselves on having a candidate-friendly recruitment process. When you apply for a job with us we'll make your experience as easy and equitable as possible and we promise to be clear, respectful and supportive. We are committed to equality in employment both in principle and in practice.

Success in achieving our equality plans will mean that we:

- Recruit and promote staff on the basis of relevant criteria and merit.
- Develop an inclusive teaching and working environment.
- Effectively tackle discriminatory practices, behaviour and language in line with the University's regulations and procedures.

After all, we want you to perform at your very best and get the most out of your application experience.

## 7. Why should I tell you that I am disabled?

At Manchester Metropolitan University we follow a Recruitment and Selection Policy and we assess your application based on the information you have entered and assess whether or not you meet the criteria detailed in the person specification.

If you are disabled and demonstrate that you have met the **essential** criteria, then under Manchester Metropolitan University's commitment to the Disability Confident Scheme, you will be guaranteed to be shortlisted and invited to an interview.

## 8. Should I tell you that I need adjustments during the recruitment process?

Telling the University that you require adjustments as part of any assessment or interview is really important and beneficial. It helps the University to provide practical support to ensure that disabled candidates can participate on equal terms with non-disabled candidates. The Resourcing Team can then contact you to discuss your specific requirements.

In addition, by providing information such as this helps the University understand the diversity of its organisation. This is part of our commitment under the Disability Confident Scheme.

If you do not inform us on your application form and should your application be successful, you will have a further opportunity to discuss your condition when you meet with your new line manager and/or HR Adviser to discuss any reasonable workplace adjustments that you may require.

If you require copies of documentation in alternative formats - large print, Braille etc., please **email the Resourcing Team at: [manmetjobs@mmu.ac.uk](mailto:manmetjobs@mmu.ac.uk) or call +44 (0) 161 247 6820.**

## 9. What are 'reasonable adjustments'?

Equality law recognises that bringing about equality for disabled people may mean removing barriers and/or providing extra support for a disabled employee. This is the duty to make **reasonable adjustments**.

The duty to make reasonable adjustments aims to make sure that a disabled person has the same access to everything that is involved in getting and doing a job as a non-disabled person, as far as is reasonable.

Many factors will be involved in deciding what adjustments the University needs to make and they will depend on individual circumstances.

## 10. What type of support is available at Manchester Metropolitan University when I commence work?

### Induction & Probation

Induction is the process of supporting a new staff member to adjust to their job and a new work environment and gain an awareness of the University's culture. As a new member of staff, your manager will arrange an induction to help you settle into your role and to help you see how it fits into the wider organisation.

During your probationary period you will take part in regular probationary reviews with your line manager. This two-way review of progress is another opportunity to disclose a disability so that discussions can take place around any reasonable adjustments such as how work is undertaken on a day-to-day basis and/or the physical features of your office/premises to ensure accessibility etc.

To support staff during their induction, the University provides a dedicated [website](#) for New Starters.



Key departments within Manchester Metropolitan University have produced [short videos](#) to help new starters better understand their function and place within the organisation, as well as how they can help support you.

### **Staff Support Groups**

The University recognises that people have multiple identities and has a number of [staff equality forums](#) that employees can participate in:

- Disabled Staff Forum.
- Gender Staff Forum.
- LGBT+ Staff Forum.
- Race Staff Forum.

The University also has two informal support groups that work in conjunction with the Equality & Diversity team:

- Women's Network.
- Working Parents and Carers Network.

### **Employee Assistance Programme (LifeWorks)**

The University offers wellbeing, counselling and discounts through a portal called [LifeWorks](#). LifeWorks is a fully integrated wellbeing platform that gives access to staff discounts and wellbeing assistance seamlessly.



## 11. What is the Disabled Staff Forum?

Manchester Metropolitan University has a [Disabled Staff Forum](#), which enables disabled colleagues to meet and discuss mutual issues, policies and to generate solutions. The University also consults with the group on best practice for University processes and procedures. They also do fun things like organise awareness-raising events.

Disabled staff can contribute and be involved through a variety of mechanisms such as attending termly meetings, using the email discussion list, Skype for Business, and the staff intranet.

The University has three other [equality staff fora](#) covering the areas of: Gender, Lesbian, Gay, Bisexual and Transgender (LGBT+) and Race. The Fora report back to the Diversity and Equal Opportunities Committee, chaired by the Vice-Chancellor.

**More info is available from the [website](#), intranet or from the E&D Team.**

### **External forms of support:**

#### **National Association of Disabled Staff Networks (NADSN)**

**NADSN** is

- a super-network that connects and represents disabled staff networks
- a collective platform to share experiences and good practice, and to examine challenges and opportunities
- focussed on the tertiary education sector (i.e. universities, colleges, etc.)
- open to any individual and organisation (public, private, social or voluntary)
- interested in the equality of disabled staff.

**For more information, please visit the website: <https://nadsn-uk.org/>**

## Neurodiversity in/and Creative Research Network

Set up by neurodiverse academic staff, this is a virtual forum for practitioners and researchers with interest in any of the terms 'neurodiversity', 'creativity' and/or 'research'. They welcome participants and allies from any background/discipline/sector, with or without an affiliation.

To sign up, visit: [www.jiscmail.ac.uk/NEURODIVERSITY](http://www.jiscmail.ac.uk/NEURODIVERSITY) and 'subscribe'.

## 12. Is there disabled car parking available at Manchester Metropolitan University?

Disabled Blue Badge holders have the same rights on the University campus as they have on the public highway. Parking on campus is free for Blue Badge holders and there are disabled spaces near all buildings on campus.

Car parking spaces are allocated via an annual application process but requests from new starters, and those who have experienced a significant change of circumstances will be considered by the Travel Plan Manager outside of the formal application window.

The University also recognises that there may be colleagues who have recognised mobility impairments, that make travelling by car essential, but are not entitled to a Blue Badge. In such scenarios, or for wider advice on the car parking process and/or applying for a car parking permit, **please contact the Travel Team: Tel: +44 (0) 161 247 2989 or Email: [stafftravel@mmu.ac.uk](mailto:stafftravel@mmu.ac.uk)**

## **13. How does Manchester Metropolitan University make sure that their services are meeting the needs of disabled people?**

### **Equality Impact Assessments (EIA)**

Equality impact assessment is the thorough and systematic analysis of a policy, practice or procedure to determine whether it has a differential impact on a particular equality group (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation). The University undertakes EIAs as an integral part of the organisation's commitment to promote equality and diversity to staff, students and visitors. EIA is seen as a positive process, which can instigate real changes as a result.

### **Campus Accessibility**

We are committed to making sure our University is an inviting, secure and comfortable environment for all. Please visit the ['Access for All'](#) website to check routes around our campuses, view floor plans and panoramic images of entrances.

We also have a [Changing Places toilet](#) facility within the Brooks Building. Changing Places toilets are different to standard disabled toilets with extra features and more space to meet the needs of profoundly disabled people.

If you have any specific requirements, please contact the person you are seeing so we can help make your visit an enjoyable one.



## 14. Who should I contact if I have any questions?

Key contacts within the University's Human Resources Directorate are the:

### Resourcing Team:

**Email:** [manmetjobs@mmu.ac.uk](mailto:manmetjobs@mmu.ac.uk)

**Tel:** +44 (0)161 247 6820

**URL:** <https://manmetjobs.mmu.ac.uk/jobs/>

### Equality & Diversity Team:

**Email:** [equalities@mmu.ac.uk](mailto:equalities@mmu.ac.uk)

**Tel:** +44 (0)161 247 6494

**URL:** <https://www2.mmu.ac.uk/about-us/equality-and-diversity/>