



POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences

Optometry and Vision Sciences, Melbourne School of Health Sciences

Clinic Director, Melbourne Eyecare Clinic

POSITION NO	0039281
CLASSIFICATION	Level C or Level D
WORK FOCUS CATEGORY	Academic Specialist
SALARY	Level C - \$128,903 - \$148,630 p.a. (pro rata) Level D - \$155,209 - \$170,993 p.a. (pro rata) Commensurate with experience relevant to the role.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term position for 3 years
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Allison McKendrick Tel +61 3 83447005 Email allisonm@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Melbourne Eyecare Clinic, part of the Department of Optometry and Vision Sciences at the University of Melbourne, is seeking to appoint a Clinical Director.

The clinic director will be responsible for day to day management of the clinic, clinical and general staff recruitment and development, networking and stakeholder management, in particular with other health related organisations. A core component of the position is the ability to lead by providing expert eyecare and to foster a team committed to the development of optometric care. The successful candidate for this role will have a high level of administrative and management skills including the capacity to provide academic and managerial leadership of a small team, capacity to manage budgets, staff performance and a proven capacity to deliver effective strategic direction and leadership.

The clinic director will have a lead role and direct responsibility for teaching activities within the clinic. Involvement in the broader teaching activities of the department, where they interface with clinical optometry, is also required. The incumbent is the key facilitator of the department's growing clinical research endeavours that intersect with the Melbourne Eyecare Clinic.

A key component of this role in 2021 will be to actively engage with a proposal to transition the clinic under the 'umbrella' of Melbourne Teaching Health Clinics (MTHC).

This Clinic (formally known as University of Melbourne Eyecare) was established in 2008 to provide eye care to staff and students of the University of Melbourne and to the general public. The clinic has recently relocated (June 2020) into new facilities at 200 Berkeley St, Carlton. The primary purposes of the clinic are to meet the teaching requirements of the Doctor of Optometry program, the provision of primary eyecare and to the facilitation of clinical research of the Department of Optometry and Vision Sciences.

The appointment is for 3 years. The workforce classification is as an academic specialist.

1. Key Responsibilities

1.1 LEADERSHIP AND COLLABORATION

- Provide leadership within the Melbourne Eyecare Clinic - in administration, teaching and research activities, in the development of the department's clinical teaching programs; in supporting and mentoring junior staff.
- Lead the contribution to strategic planning and decision making in the areas of clinical education and service delivery and coordinate the implementation of strategies to achieve growth, patient care and clinical training goals in partnership with the University of Melbourne.
- Promote and develop strategic clinical partnerships to enhance the reputation of the Melbourne Eyecare Clinic and support the growth of patient care and clinical placements.
- Foster collaborative working relationships between the Melbourne Eyecare Clinic and the University of Melbourne that support clinical training and promote the discipline at appropriate national and international events.
- Lead the team of teaching specialists and professional staff who are employed to specifically work within the clinic to ensure delivery of high quality eye care and teaching.
- Engage positively in the learning and career development of self and others.
- Effectively demonstrate and promote the values of MTHC and the University including diversity and inclusion and high standards of ethics and integrity.

- Meet Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.2 CLINIC OPERATIONS AND DEVELOPMENT

- Provide day to day management and strategic oversight of administration, resources and clinical budgets of Melbourne Eyecare Clinic.
- Regularly review the services of the Melbourne Eyecare Clinic and make appropriate improvements to support the quality of patient care and clinical training for students
- Identify and implement new strategies to support sustainable patient growth within the Clinic
- Work collaboratively with the MTHC Executive Management Team, the School of Health Sciences and / or Faculty to create and introduce processes that enable efficient evaluation and progression where appropriate
- Develop clinical protocols for patient management that will deliver first rate eye care and support the learning experience of students.
- Contribute to the organisational capability and culture to address the Clinic's current and future needs
- Monitor activity and implement strategies to maximise productivity for each clinical discipline at the Clinic
- Ensure the provision of excellent customer service across all clinical operations

1.3 TEACHING AND LEARNING

- Undertake clinical teaching of optometry students which includes the preparation and delivery of lectures, tutorials, practical classes, demonstrations, workshops, clinical sessions and other modes of teaching.
- Responsibility for the assessment of students in clinical and didactic activities.
- Subject co-ordination including the development and co-ordination of subjects or streams, within the Doctor of Optometry (OD) program.
- Provide academic consultation to students and pastoral and general care for students regarding their clinical progress.
- Communicate professional skills by example.
- Supervise and participate in supervisory panels for postgraduate students undertaking research projects or degrees.
- Be actively engaged with issues in educational policy locally, nationally and internationally and contribute through a range of activities.
- Provide advice and support to government, education and professional bodies on Optometry clinical education and training, clinical placement networks and other relevant issues.
- Engage in continuing professional education delivery for the Department's post-professional programs and for professional organisations.

1.4 RESEARCH AND RESEARCH TRAINING

- Actively engage with the research and research training programs in the appointee's area of expertise with the aim of developing research capacity, promoting new research initiatives, and enhancing clinical research training.

- Coordinate the delivery of research programs at the Melbourne Eyecare Clinic over all phases from conceptualisation to report-writing and conferencing.
- Partner with the School of Health Sciences to develop continuing research and consultancy links with government and industry, generate research funding from government, industry and national competitive sources.
- Collaboratively work with the Department's researchers to create, foster and exploit a clinic-research nexus that involves OD students, Graduate Researchers and staff.

2. Selection Criteria

2.1 ESSENTIAL

- Tertiary degree with qualifications in optometry.
- Extensive experience in leading a health/optometry related business.
- Proven senior-level experience influencing, negotiating and problem solving, managing conflict and dealing with intricacies of a multiple stakeholder environment.
- Demonstrated ability to build and maintain effective and productive relationships with eyecare practitioners and a wide range of internal and external stakeholders.
- Significant senior-level experience in developing and leading high performing, clinical and administrative teams
- Experience establishing and managing policy and procedures to clinical orientated services.
- Exceptional interpersonal and communication skills, with the ability to represent Melbourne Eyecare Clinic to external stakeholders.
- Demonstrated contribution to clinical optometry education

2.2 IN ADDITION, ESSENTIAL – LEVEL D

Academic distinction and achievements in research, research training, teaching and leadership that are recognised nationally or internationally in a field of eyecare.

2.3 DESIRABLE

- AHPRA registered optometrist endorsed to prescribe approved S4 therapeutic drugs for the management of ocular disease.
- Significant experience managing the interface between commercial operations and a teaching/university environment.
- Experience with providing leadership within changing business context.
- Demonstrated success in facilitating research in a clinical setting.
- Demonstrated contribution to clinical optometry education
- Demonstrated experience in the translation of research evidence into clinical practice or industry outcomes

2.4 OTHER JOB RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.

Melbourne Eyecare Clinic will normally operate Monday-Friday, however some Saturday work may be required. Although the Clinic Director will not be required to be present during all opening hours, an ability to work flexible hours is required.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF OPTOMETRY & VISION SCIENCES

<http://www.optometry.unimelb.edu.au>

The Department of Optometry and Vision Sciences currently comprises twenty-four academic staff (10 teaching and research, 5 teaching specialist and 9 research only). The Department is located at 200 Berkeley St Carlton, Parkville Campus, and has laboratory and office space for its Visual Neuroscience research groups in the Kenneth Myer Building. The Melbourne Eyecare Clinic is collocated in 200 Berkeley St, and provides clinical training for Optometry students, and clinical eyecare service to students and staff of the University, as well as to the general public. The department provides a 4-year Doctor of Optometry (OD) entry-to-practice postgraduate degree. Approximately 280 students are enrolled in the Doctor of Optometry (70 per year level, on average). The department teaches vision science subjects in the

Bachelor of Science and Bachelor of Biomedicine degrees. The Department offers further professional training through its Specialist Certificates and Masters in Clinical Optometry, specifically aimed at advancing clinical knowledge and scope of practice for qualified optometrists.

The Department has a vigorous and expanding research program in optometry and vision sciences. It offers courses of training by research leading to the degrees of PhD and Master of Philosophy, and currently has around 20 students pursuing research higher degrees.

5.2 MELBOURNE SCHOOL OF HEALTH SCIENCES

Established in 2009, the Melbourne School of Health Sciences is an inter-professional learning community at the forefront of leadership in health sciences education, research, scholarship, professional practice, workforce training and knowledge translation. Our collective focus is on improving health and well-being of people, locally and globally. Our diversity of disciplines and research expertise provides us with unique shared insights into health and wellbeing, impacting on both physical and mental health outcomes across people and their families. Our research has a strong focus on cross-cutting research themes including implementation science, health services research and clinical trial methodology resulting in the integration of findings into improved care of the communities that we serve as well as influencing health policy.

The School comprises the departments of Optometry and Vision Sciences, Nursing, Social Work, Physiotherapy, and Audiology and Speech Pathology. It educates approximately 1500 equivalent full-time graduate entry and post-graduate students across each of these disciplines through accredited, and other, programs tailored to workforce needs nationally and internationally. It provides national and international health sciences students with professional training designed to foster their leadership capabilities with a focus on developing workforce-ready and research-capable graduates.

It also delivers professional education courses and training for the health sciences professions and builds strong relationships with the alumni in each discipline. A key aim is to continue to build effective interdisciplinary collaborations with clinicians, patients, the healthcare sector, the research community, governments, industry partners and communities in Australia and internationally.

The School currently comprises approximately 170 continuing and fixed-term academic staff and 21 professional staff as well as more than 200 sessional staff. In addition, there are 95 graduate research students.

5.3 FACULTY OF MEDICINE DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 MELBOURNE TEACHING HEALTH CLINICS

Melbourne Teaching Health Clinics' vision is: "To be recognised as an innovative, international leader in Teaching Health Clinics." Our ambition is that MTHC will be the pre-eminent provider of student clinical placements; these placements being in general (regional) medical practice, dentistry, audiology, speech pathology, optometry and psychology and through the provision of professionally supported clinical sessions in private practice settings.

Melbourne Teaching Health Clinics (MTHC) was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with quality health services.

MTHC is an organisation of accomplished and committed people striving to achieve its Mission: "To provide sustainable, high quality, comprehensive clinical training and patient care for the University of Melbourne and the wider community."

5.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.6 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and

the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.7 GOVERNANCE

Melbourne Teaching Health Clinics is a wholly owned subsidiary of the University of Melbourne and is a registered Charity with its own CEO responsible to the MTHC Board for the effective management of the organisation as well as compliance with relevant regulatory requirements.

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>