



POSITION DESCRIPTION

Department of Optometry and Vision Sciences
Faculty of Medicine, Dentistry and Health Sciences

Clinical Research Optometrist

POSITION NO 0052496

CLASSIFICATION Research Fellow, Level A

WORK FOCUS CATEGORY Academic Research

SALARY \$73,669 - \$99,964 p.a.

SUPERANNUATION Employer contribution of 9.5%

WORKING HOURS Full time (1.0 FTE)

BASIS OF EMPLOYMENT Fixed term position available for 12 months

OTHER BENEFITS hr.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to www.jobs.unimelb.edu.au and use the Job Search screen to find the position by title or number.

CONTACT FOR ENQUIRIES ONLY A/Prof Laura Downie
Tel +61 3 9035 3043
Email ldownie@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our websites:

hr.unimelb.edu.au/careers joining.unimelb.edu.au

Position Summary

This position is in the *Downie Laboratory: Anterior Eye, Clinical Trials and Research Translation Unit* within the Department of Optometry and Vision Sciences at the University of Melbourne. The Principal Investigator of this research Unit is A/Prof Laura Downie.

The research undertaken in this Unit has a strong translational focus, combining discovery research, clinical studies, and evidence synthesis and implementation science, as the basis for improving patient outcomes. A major research focus is undertaking clinical trials of new ocular diagnostics and therapeutics, with a primary focus on conditions affecting the ocular surface.

More information about current projects, and recent research outputs, is available at: <https://findanexpert.unimelb.edu.au/profile/27716-laura-downie>

This fixed-term Clinical Research Optometrist position is funded by a commercial contract for a clinical trial focusing on the anterior eye. The project will evaluate eye comfort and other clinical parameters in this study population.

The incumbent will report directly to the Unit head, A/Prof Laura Downie, and will also contribute to the wider research activity of the Unit.

The physical location for the role will be within the Department of Optometry and Vision Sciences at the University of Melbourne, Parkville campus.

1. Key responsibilities

1.1 CLINICAL RESEARCH

- ▶ Clinical study participant management: leading participant recruitment, performing clinical eye examinations and follow-up study visits, which may include contact lens fitting and evaluation according to study protocols;
- ▶ Administrative tasks relating to the undertaking of clinical trials and research studies (e.g., advertising, email/phone correspondence with potential participants, preparation of study documents, study product entry and reconciliation, etc.)
- ▶ Assisting with research project planning and management;
- ▶ Assisting with the preparation of applications for institutional human research ethics committee approvals;
- ▶ Drafting of participant record sheets and study data sheets;
- ▶ Electronic data input, collation and analysis;
- ▶ Assisting with the preparation of posters, reports, posters and other presentations of the laboratory's research;
- ▶ Providing assistance to other Unit team members;
- ▶ Liaising with industry representatives to coordinate meeting times with sponsors as directed by the Unit head;
- ▶ Attending and participating in meetings with the research team, collaborators and other stakeholders, as required.
- ▶ Other duties within the scope of the role, as directed by the Unit head of the *Anterior Eye, Clinical Trials and Research Translation Unit*
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Sections 5 and 6.

1.2 CONFIDENTIALITY AND SECURITY

- ▶ The incumbent will be required to:
 - Keep in absolute confidence any information acquired during the conduct of contracted research studies, until such information becomes a part of the public domain;
 - Keep in absolute confidence any information acquired in the course of maintain computers and file servers;
 - Ensure the security of the computer systems is preserved so that no unauthorised person has access to the system and that authorised users have access only to material on the system to which they have rights.

2. *Selection Criteria*

2.1 ESSENTIAL

- ▶ An optometry qualification, with current AHPRA registration;
- ▶ A demonstrated ability to perform high quality clinical eye examinations;
- ▶ Excellent attention to detail;
- ▶ Demonstrated ability to adhere to written guidelines and study protocols;
- ▶ Highly developed interpersonal skills, with a demonstrated ability to work both independently, as well as part of a team;
- ▶ Excellent oral and written communication skills, in English;
- ▶ Well organised, with the ability to manage competing priorities and excellent time management skills to meet deadlines;
- ▶ Strong computer literacy, including competence with the use of word processing and spreadsheet applications.

2.2 DESIRABLE

- ▶ Experience with human research ethics requirements and in developing applications for human research ethics approval
- ▶ Previous experience with undertaking clinical research involving the recruitment and testing of human participants, particularly for clinical trials requiring multiple test visits;
- ▶ Postgraduate certificate, diploma, masters, doctorate or fellowship, indicative of advanced optometry clinical studies
- ▶ Current Good Clinical Practice (GCP) certification

3. *Special Requirements*

- ▶ Occasional availability outside standard working hours for research activity may be required.
- ▶ Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

4. 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.

5. 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.

6. Other Information

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.

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.

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.

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."

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>

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.

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>