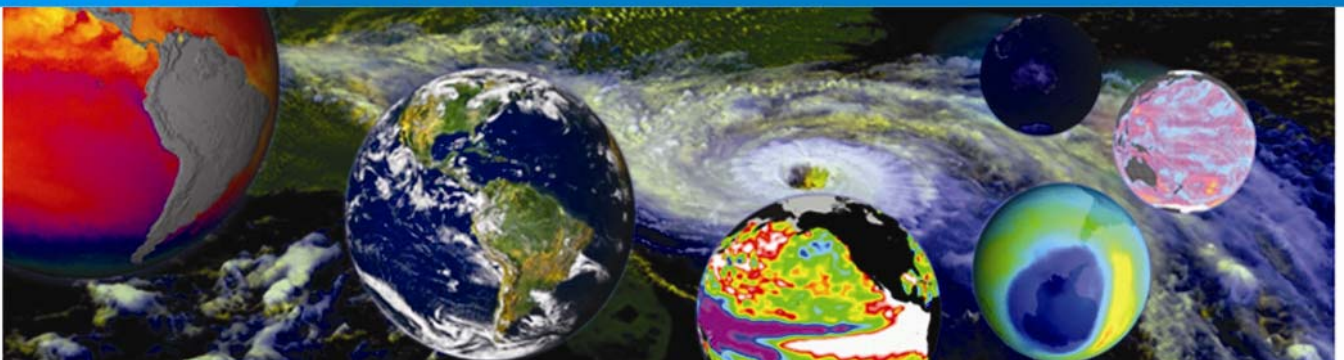


UNSW
THE UNIVERSITY OF NEW SOUTH WALES

POSITION TITLE: STAFF OPTOMETRIST
FACULTY: SCIENCE
Ref: 8559

Never Stand Still

Faculty of Science



STAFF OPTOMETRIST
CENTRE FOR EYE HEALTH
Via FACULTY OF SCIENCE
SCHOOL OF OPTOMETRY & VISION SCIENCE
REF. # 8559

Due to the continued growth of this exciting initiative, Centre for Eye Health is looking for optometrists who want to:

- Help preserve sight for thousands of everyday people who otherwise couldn't access these services;
- Enhance their diagnostic skills using more than 30 state-of-the-art ocular imaging instruments;
- Apply the latest research everyday for patients who are at-risk or suspected of eye disease;
- Expand and confidently share their knowledge with students, fellow optometrists and industry colleagues;
- Be at the forefront of setting standards in the early diagnosis and management of eye disease.

In addition, this opportunity will see you join a team of highly skilled optometrists and consultant ophthalmologists and an organisation that places a strong emphasis on continual professional development.

While experience in using advanced imaging technology will be well regarded, the Centre is looking for optometrists who are willing to learn and continually apply themselves to deliver best practice patient care.

The main purpose of the position will be the application of state-of-the-art ocular/visual system diagnostic equipment or procedures to detect eye disease early and improve health outcomes for thousands of Australians who otherwise could not access these services. The successful applicant will also contribute to, and further develop, excellence in clinical standards, teaching, continuing professional development and research at CFEH.

Expertise is sought in the following broad areas: Diseases of the anterior eye, diseases of the retina, and glaucoma/diseases of the visual pathways.

The successful candidate will undertake their duties on a full time (35 hours per week) or part-time basis. In the first instance appointments will be on a fixed-term basis up to 30th June 2013.

The successful applicant will be employed at one of the following levels:

- Staff Optometrist (Level 6): A\$68,944 - A\$73,548 (clinical loading of \$9,103 per year, plus 9% employer superannuation, plus leave loading);
- Senior Staff Optometrist (Level 7): A\$75,620 - A\$81,844 (clinical loading of \$11,704 per year, plus 9% employer superannuation, plus leave loading);
- Principal Staff Optometrist (Level 8): A\$84,533 - A\$95,244 (clinical loading of \$14,305 per year, plus 9% employer superannuation, plus leave loading); or
- Chief Staff Optometrist (Level 9): A\$98,247 - A\$104,250 (clinical loading of \$16,906 per year, plus 9% employer superannuation, plus leave loading).

The level of appointment and salary will be in accordance with qualifications and experience. In addition, an attractive continuing professional development allowance is provided of one day a week plus one week of conference leave per year.

Applicants should address the selection criteria found within the position description, in their online application.

Having read all the documentation you may then direct any enquiries to Associate Professor David Pye on (61 2) 8115 0711 or dpye@cfeh.com.au.

Applications close: 29 February 2012

**THE UNIVERSITY OF NEW SOUTH WALES
STAFF OPTOMETRIST
CENTRE FOR EYE HEALTH
SCHOOL OF OPTOMETRY & VISION SCIENCE
FACULTY OF SCIENCE**

POSITION DESCRIPTION

JOB PURPOSE

Contribute to and further develop excellence primarily in clinical care, teaching, and research at Centre for Eye Health. The main purpose of the position will be the provision of advanced eye imaging and diagnostic services to the general public referred to the Centre by eye-care practitioners.

MAIN DUTIES (GENERAL ACROSS ALL LEVELS)

Clinical Care

- To coordinate and deliver the clinical care of clients attending Centre for Eye Health, including:
- Being responsible for the provision of an excellent clinical service to clients, including the use and interpretation of equipment used to image the eye or obtain threshold data, and working within the scope of practice of a therapeutically qualified optometrist. This would include personally seeing clients, and being responsible for their overall care in the Centre and the supervision of undergraduate and postgraduate students.
- Liaising with referring practitioners and preparing reports for distribution to relevant practitioner(s).
- Contributing to the development of clinical testing strategies, efficient client flow strategies and effective usage of clinical staff and facilities.
- Assisting in the training of other clinical staff.
- Presenting to clinical staff on various topics of interest and participating in staff discussions and education and development of clinical protocols.

Teaching

- To develop and deliver excellent clinical teaching for undergraduate and postgraduate optometrists as well as through continuing professional development.

Research

- To be able to undertake publication of research in relevant publications. This may include publication of clinical research and case reports.

Service

- The successful applicant will be expected to participate in Centre/School/Faculty/University committees/Community activities and administration. The applicant will also cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the University.

LEVEL SPECIFIC RESPONSIBILITIES

Staff Optometrist

Patient care including the use and interpretation of state-of-the-art diagnostic equipment or procedures; undergraduate clinical supervision; undergraduate clinical tutorials; occasional undergraduate lectures; CPD lectures and tutorials; research under direction; care and maintenance of facilities associated with specialty area; other duties as directed by the Director or Deputy Director of CFEH and Head of School.

Senior Staff Optometrist

Patient care including the use and interpretation of state-of-the-art diagnostic equipment or procedures; clinical supervision; clinical tutorials; undergraduate and postgraduate lectures; CPD lectures and tutorials; development and administration of course and CPD materials and programme; research as an associate investigator; care and maintenance of facilities associated within specialty area; planning of delivery of services in specialty area; other duties as directed by the Director or Deputy Director of CFEH and Head of School.

Principal Staff Optometrist

Assist in the management of clinical area within CFEH; patient care including the use and interpretation of state-of-the-art diagnostic equipment or procedures; clinical Supervision; clinical tutorials; undergraduate and postgraduate lectures; initiation, development and administration of course and CPD materials and programs; research as an associate or chief investigator; oversight of facilities associated with specialty area; planning of delivery of services in specialty area; other duties as directed by the Director or Deputy Director of CFEH and Head of School.

Chief Staff Optometrist

Oversee and manage clinical area within the CFEH; Patient care, including the use and interpretation of state-of-the-art diagnostic equipment or procedures, clinical supervision, clinical tutorials, undergraduate and postgraduate lectures; Initiation, development and administration of course and CPD materials and programme; Research as a chief investigator; Manage the facilities associated with specialty area; Planning of delivery of services in specialty area; other duties as directed by the Director or Deputy Director of CFEH and Head of School.

REPORTING RELATIONSHIPS

Supervisor's title: Deputy Director and Head of Clinic Operations of Centre for Eye Health.

Other positions reporting to the supervisor: Nine optometrists and one orthoptist.

PRINCIPAL ACCOUNTABILITIES

Excellence in clinical care; excellence in undergraduate and postgraduate teaching; develop and deliver excellent clinical teaching; participation in research team; publish research in relevant journals/books.

PROGRESSION STATEMENT

Incremental progression within a level is set out in the Enterprise agreement for general staff. Progression to the next level will be subject to the following procedure:

After one year at the top step of a level, staff may apply for progression to the higher rank. There is no set form for the application. The application should address the details in the Staff Optometrist Appointment and Promotion Criteria and illustrate how they meet the specifications set down there. The application may be submitted to the Head of School between the anniversary of their appointment and one calendar month later each year.

The application will be considered by a committee comprising of Head of School, Director or Deputy Director of Centre for Eye Health, one member of the School Academic Staff (Level C or higher) and an external person of standing at least that of the level to which promotion is applied for. The committee will normally interview the applicant. The decision of the committee will be forwarded by the Head of School to the Director, Human Resources.

SELECTION CRITERIA

Title	Staff Optometrist	Senior Staff Optometrist	Principal Staff Optometrist	Chief Staff Optometrist
UNSW General Staff Level	6	7	8	9
Qualification	Qualification enabling registration as an Optometrist in NSW.	Registrable qualification: suitable experience/certification in specialty area, or higher Degree.	Registrable qualification: suitable experience/certificate in specialty area, or Higher Degree.	Registrable qualification: suitable experience/certificate in specialty area, or Higher Degree.
Clinical Experience	At least two years or equivalent.	At least five years or equivalent.	At least eight years or equivalent.	At least ten years or equivalent.
Teaching Experience	Some undergraduate teaching experience desirable.	Undergraduate teaching as lectures, tutorials and clinics. Continuing Education.	As Level 7, but more extensive and postgraduate experience.	As Level 7, but more extensive and postgraduate experience.
Research	Ability to perform clinical research under direction.	Experience performing clinical research under direction, ability to perform research project as part of a team.	Experience performing clinical research as part of a team, ability to perform and initiate research.	Experience performing clinical research as a Team Leader, ability to perform and initiate research.
Supervision and Independence	Major job duties are the delivery of clinical services within the CFEH that includes the application of new and state-of-the-art ocular diagnostic equipment and procedures. May assist in training of other staff.	As in level 6, but also contribute to the planning of clinical services within the CFEH. Provide advice on the application of new and state-of-the-art ocular diagnostic equipment and procedures. Will assist in the training of other staff.	As in level 7, but also contribute to the planning and determining the workflow surrounding clinical services within the CFEH. Provide advice on the application of new and state-of-the-art ocular diagnostic equipment and procedures. Will be responsible for the training of other staff.	Design and determine the efficacy of workflow surrounding clinical services within the CFEH. Assess and apply new and state-of-the-art ocular diagnostic equipment and procedures. Staff directly reporting to Chief Optometrist.
Professional Reputation	Ability to establish recognition by peers of superior all round clinical skills and/or being recognised in the School as an expert in a speciality area.	Recognised by peers as demonstrating superior clinical skills and/or expertise in a speciality. Ability to work towards recognition in the local area profession for all round clinical skills in a speciality area.	Recognised state-wide as demonstrating superior clinical skills and/or expertise in a speciality. Ability to work towards national recognition of all round clinical skills in a speciality area.	Recognised nation-wide as demonstrating superior clinical skills and/or expertise in a speciality.
Organisational Impact	Provide advice in clinical areas. Modify clinical techniques to suit current standard of care. Provide input to development of clinical protocols.	Knowledgeable in clinical areas relevant to the operation of the CFEH and the ophthalmic professions. Assist in the development of clinical protocols within the CFEH and other suitable clinical facilities.	Develop clinical protocols and apply the knowledge of clinical protocols within the CFEH and other suitable clinical facilities of the University.	Plan and take a leading role in liaising, consulting and negotiating of clinical protocols within government and professional organisations. Be able to assess the efficacy of clinical protocols to the delivery of clinical services within the CFEH and other suitable clinical facilities of the University.
Publications	Ability to generate case reports, instrument/technique reports.	Published in suitable areas including case reports instrument/technique response. Ability to publish clinical papers.	Publications in suitable areas, instrument/technique reports and clinical papers. Ability to publish extensive review of clinical areas.	Publications in suitable areas, instrument/technique reports and clinical papers. Ability to publish extensive review of clinical areas.

UNSW APPLICATION FORM



THE UNIVERSITY OF
NEW SOUTH WALES

Key: * denotes required field and must be filled in.

PART 1 – POSITION DETAILS

Position Reference Number: *	
Position Title:	
Where did you see the position advertised? (eg. Sydney Morning Herald, UNSW website)	

PART 2 – PERSONAL DETAILS

Title:				
First Name: *				
Last Name: *				
Date of Birth:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		
Are you an Australian Citizen or Permanent Resident?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If no, are you eligible to work in Australia (please attach supporting documentation)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		
If required, would you be willing to undergo a criminal record check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If required, would you be willing to undergo a working with children check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Address: *				
	Suburb/City:			
	State:	Postcode:		
Country: (if outside Australia)				
Telephone *	Home: *	()	Work: *	()
	Mobile:			
Email: * (eg. user@domain.com)				

A. PART 3 – EMPLOYMENT DETAILS

(a) INTERNAL APPLICANTS (current UNSW staff)

Employee ID: *	
B. Please select your current employment status: *	
<input type="checkbox"/> Continuing appointment	<input type="checkbox"/> Fixed-term
Position Title:	
School/Dept:	

(b) EXTERNAL APPLICANTS

Current Position:			
Current Employer:			
Have you previously been an employee of UNSW? * <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employee ID: (if known)		Last Employment Date:	
Position Held:			
School/Dept:			
Are you, or have you ever been a Casual staff member, at UNSW? * <input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)			
If yes, please indicate your Employee ID (if known):			
Are you, or have you ever been a student, at UNSW? * <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate your Student ID (if known):			

PART 4 – REFEREES**REFEREE 1**

Name:			
Position:			
Company:			
Telephone:		Facsimile:	
Email:			

REFEREE 2

Name:			
Position:			
Company:			
Telephone:		Facsimile:	
Email:			

REFEREE 3

Name:			
Position:			
Company:			
Telephone:		Facsimile:	
Email:			

PART 5 – CONSENT TO SCREENING

I authorise The University of New South Wales and their agents to undertake any of the appropriate checks to validate personal claims I have made in this application. I understand that these checks will be used to validate my identity, employment history, academic history and qualifications. I authorise The University of New South Wales to undertake such checks as may be applicable to this position, including but not limited to:

- Identity Check
- Entitlement to work
- Criminal record check
- Employment history verification
- Educational qualification verification
- 12 month address verification

Signature: _____

Date: _____

PART 6 – ATTACH APPLICATION LETTER ADDRESSING SELECTION CRITERIA, AND ATTACH RESUME

* via email to recruitment@unsw.edu.au:

Include the following: Application Form, Application Letter addressing the Selection Criteria and your Resume.

Notes:

- If requested in the advertisement, copies of academic transcripts and qualifications should be included in the resume.
- Selection Criteria: It is essential each criterion is addressed. This is your opportunity to demonstrate you meet the criteria.

INFORMATION ON THE BENEFITS OF WORKING AT UNSW

Benefits of Working at UNSW

The University of New South Wales (UNSW) is one of the leading teaching and research universities in Australia. Renown for the quality of its graduates and its commitment to new and creative approaches to education and research, the University motto - Scientia Manu et Mente ("Knowledge by Hand and Mind") - encapsulates the University's central philosophy of balancing the practical and the scholarly.

University Environment

UNSW offers a modern, dynamic and innovative teaching and learning environment with extensive social and recreational facilities. The UNSW campus is a compact yet beautiful, architecturally sophisticated setting, offering an enviable, cosmopolitan lifestyle for staff and students. Study and research facilities are comprehensive, with a widely acclaimed library network housing more than two million volumes, extensive electronic resources and access to volumes held in libraries at all major Australian research institutions. There is an award-winning bookshop on campus and a vast array of student services available.

UNSW has hundreds of sport and recreational clubs and societies for staff and students including several classical music groups who perform regularly. There is also a top class gymnasium with a fully equipped weights/cardio room, indoor swimming pool and a range of classes and courts to suit all fitness needs.

The UNSW campus boasts a vibrant cafe scene and is situated in the beautiful Eastern suburbs of Sydney just minutes from the famous Coogee and Bondi beaches. In addition, the local area is renowned for its large number of high quality, award winning, restaurants and cafes all of which are just minutes away. UNSW also boasts the famous National Institute of Dramatic Arts (NIDA) and the Randwick racecourse as neighbours.

Employer of choice for women



UNSW has been recognised for creating a work culture that supports and advances women with an Employer of Choice for Women citation. The award comes from the Equal Opportunity for Women in the Workplace Agency (EOWA).

The University was acknowledged as one of only 115 organisations across Australia that actively recognise and address the needs of female workers, to assist them to reach their full potential in the workplace.

University Diversity

UNSW values the diverse social, economic, cultural and religious backgrounds of its employees and promotes this by providing an accessible campus environment, flexible work practices for those with family and other responsibilities or with disabilities, including training on diversity management and cross-cultural communication.

As an UNSW employee you will be able to enjoy a safe and non-discriminatory environment and have the same opportunities to benefit from employment as other employees. In relation to employment equity, staff can access work opportunities such as staff development and training, promotion and re-evaluation, higher duties and a suitable and safe working environment.

Leave Entitlements

Leave entitlements for Professional Staff are outlined in the *UNSW (Professional Staff) Enterprise Agreement 2010* (the Enterprise Agreement). For specific information on Professional Staff entitlements please view the Enterprise Agreement at the following link: http://www.hr.unsw.edu.au/services/indrel/UNSW_Professional_Staff_Enterprise_Agreement_2010.pdf

As set out in the Enterprise Agreement, UNSW offers generous parental leave entitlements covering such situations as maternity leave, adoption leave and partner leave. UNSW offers 26 weeks paid maternity or adoption leave as a standard entitlement. Staff who have five (5) years or more continuous service have access to 36 weeks of paid maternity leave. Partner Leave of two (2) weeks paid leave is available. In certain circumstances, unpaid grandparent leave is available.

UNSW also offers study leave. Available for courses relevant to the position held by an employee, study leave is available for up to a maximum of four (4) hours per week, based on study time of ½ an hour for each one (1) hour of class contact time.

Salary

Salary is paid fortnightly (every second Thursday) calculated up to and including the Thursday. Payment is made to a bank, building society or credit union account nominated by the employee. The University's flexible payroll systems allow premiums, medical and hospital fund contributions, and credit union deposits or repayments.

Tax Effective Salary Packaging Options

The University recognises the value to employees of flexible remuneration planning. Salary sacrificing is one way to provide this flexibility. The principle aim of salary sacrificing is to legitimately restructure the way you receive your salary to suit your individual needs and potentially maximise your take home pay. This is achieved by allowing you to receive part of your salary in the form of benefits rather than receiving it all as salary.

Benefits include

- **Child Care**
- **Electronic Diary or Personal Digital Assistant (PDA)**
- **Laptop or Notebook Computers**
- **Lifestyle Clinic (UNSW Medicine)**
- **Motor Vehicles**
- **Parking**
- **Superannuation**
- **Membership of the UNSW Fitness and Aquatic Centre**
- **Association of Tertiary Education Management**

Superannuation

The University offers a generous superannuation scheme with up to 17% employer contributions available to most staff on contracts of 2 years or more. For contracts of less than 2 years an employer contribution of 9% is paid. UNSW employees who are members of the Superannuation Scheme for Australian Universities (SSAU) and the UNSW Special Purposes Superannuation Scheme have the option of salary sacrificing.

Family Friendly Work Practices

UNSW has a comprehensive range of family-friendly work practices in place to assist staff maintain a work-life balance. These practices are designed to find the best possible match between the interests of the University and those of individual employees and can include flex-time, permanent part-time work, tele-commuting (working from home), job sharing, provision of child care, recognition of carer's responsibilities and generous, flexible leave, such as parental leave and carer's leave.

Onsite Car Parking

In addition, onsite parking is available for staff for a nominal fee.

University-Based Child Care Centres

There is a range of child care related assistance offered by the University. Child care waiting lists can be long, so it is advisable to inquire about places well in advance. The centres which provide places for children of staff are Tigger's Place, the House at Pooh Corner and Kanga's House.

<i>Tigger's Place</i>	Priority is given to staff of UNSW. Hours: 8.15am – 6:00pm Places for 40 children (15 babies and toddlers, 25 children aged 2.5 – 6 years)
<i>The House at Pooh Corner</i>	Priority given to UNSW students, then staff, then the community Hours: 8:00am – 6:00pm, 48 weeks per year Places for 72 children, ages 6 weeks to 5 years
<i>Kanga's House</i>	Priority given to staff of UNSW and local community. Hours: 8:00am – 6:00pm (babies room 5:30pm) Places for 99 children aged 3 months to 5 years.

A ***child care salary packaging scheme*** is available to staff using the University's work based child care centres. This scheme allows staff to allocate a portion of their pre-tax salary for child care.

Other Services

The University Library and its services are available to staff. Upon receiving your employee number and completing an application form you will have full borrowing rights.

UNSW Fitness and Aquatic Centre is located on the lower campus and is open seven days a week offering a wide choice of recreational and fitness activities for groups and individuals. Activities available include the use of the University swimming pool, and cardio/weights gym, a comprehensive group fitness timetable and the hire of volleyball, basketball, indoor soccer, badminton, table tennis, tennis and squash courts.

In addition, UNSW Sport and Recreation offers a wide range of sports clubs, and recreational courses and activities. A sample of the courses offered includes archery, ballroom dancing, scuba diving, martial arts, sailing, skydiving and yoga. More information is available at www.sportandrec.unsw.edu.au

The University Health Service The University Health Service is an Accredited General Practice and is located on the ground floor of eastern wing of the Quadrangle Building. Private General Practitioners operate within the service. Students and OSHC card holders are bulk billed.

An **Optometry Clinic** offers staff and students general eye examinations, specialist low vision services, colour vision assessment, vision training, sports vision assessments and contact lens fitting. Eye examinations are covered by Medicare. Spectacles and contact lenses are supplied at a reduced cost.

A free and confidential **Staff Counselling Service** is available to University staff through the UNSW Employee Assistance Program (EAP) which is provided by an independent firm engaged by the University.

Chaplains from a variety of religious denominations are available.

The National Institute of Dramatic Art (NIDA) is located on the Kensington Campus. Several student productions (some free) are held during the year in the NIDA theatre or the Parade Theatres, which are on Anzac Parade. The School of English, Media and Performing Arts holds public performances in the Io Myers Studio. Various student groups also stage productions and reviews during the year.

The Australia Ensemble is resident at the University. Each year it performs six evening concerts in the Sir John Clancy Auditorium and holds free daytime rehearsals before each concert which staff and students may attend. Other musical highlights include performances by The Collegium Musicum Choir, the UNSW Orchestra, Pipers Wind Band and UNSW Opera.

Banks and Credit Unions are located around the University. The Commonwealth Bank, the ANZ Bank and Unicom have separate branches and a number of ATMs are located on campus. A range of other banks and credit unions are located within short walking distance at Randwick.

Transport

All employees have access to the use of several undercover parking stations located on the University. For a small fortnightly salary deduction, employees can enjoy this 24 hour service on a daily or long term basis.

The University is well serviced by public transport buses both to and from the University. Special express bus services are also available for staff and students. The State Transit Authority have a help line open from 6am to 10pm, the number is 131 500. State Transit also has a web site located at <http://www.131500.com.au/>.