

# Job Description

Job Title:	Lecturer – Optometry and Ophthalmic Dispensing
School:	School of Medicine
Grade:	H
HERA Reference:	HERA/18187
Responsible to:	Academic lead for Vision Sciences
<b>Job Purpose:</b> To contribute to academic development, delivery and management in optometry and ophthalmic dispensing (including the planning and management of the ongoing development of apprenticeships and requirements for accreditation by relevant bodies) within the School of Medicine at UCLan.	
<b>Main Duties and Responsibilities:</b> <ol style="list-style-type: none"><li>1. Lecturing at all levels of the Vision Sciences Academic programmes in the School including Masters programmes.</li><li>2. Make a contribution to achieving the academic objectives of vision sciences within the School of Medicine through scholarly activity, research outputs, knowledge transfer activities and income-generation.</li><li>3. Act as module tutor for a number of identified modules. Administer course registers, assessment records, learning programmes and other records.</li><li>4. Engage with the recruitment of students onto courses, and provide appropriate advice on progression and career opportunities.</li><li>5. Develop and consolidate contacts with relevant external organisations.</li><li>6. Adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.</li><li>7. Attend local and national events on behalf of the University, in order to promote the University and its courses, and to enhance the institutional, departmental and divisional profile.</li><li>8. Carry out other duties as outlined by the Head of School/Academic Lead</li></ol>	

Reference Number:	
Closing Date:	

# Person Specification

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School:	School of Medicine
Grade:	H
Compiled by:	Nigel Garratt
Date:	<b>January 2019</b>

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured By</b>
Work Experience	<ul style="list-style-type: none"> <li>• Experience of teaching in higher education / post 18 learning environments</li> <li>• Experience of commercial CPD / CET delivery</li> <li>• Experience of liaising with external organisations</li> <li>• Experience of working with a range of stakeholders both within and external to Higher Education</li> <li>• Experience of managing projects with differing technical content.</li> <li>• Experience of working with and to the requirements and standards of professional accreditation bodies</li> <li>• Experience of working with external professional bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Module leadership experience in optometry and ophthalmic dispensing related programmes</li> <li>• Experience of influencing national agendas through collaborative working.</li> <li>• Previous experience of working in a programme/project/change environment</li> <li>• Experience of the accreditation processes within HE and professional bodies</li> <li>• Experience of working with or in the optometry industry</li> <li>• Experience of the research environment linked to Vision Sciences / Optometry</li> </ul>	Application Form, Interview
Education/Qualifications	<ul style="list-style-type: none"> <li>• Good honours degree in Optometry or equivalent in relevant area.</li> <li>• Registered with the General Optical Council as an Optometrist for two years minimum.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional teaching qualifications or membership of the HE Academy</li> <li>• A PhD or willingness to work towards in a related area of study</li> </ul>	Application Form

<p>Knowledge/ Skills and Abilities</p>	<ul style="list-style-type: none"> <li>• Flexible and innovative approach to teaching</li> <li>• Excellent presentation and communication skills</li> <li>• Ability to build productive relationships with colleagues of varying degrees of seniority across the University</li> <li>• Ability to work as part of a team, and take on and accept responsibility</li> <li>• Excellent organisational and project management skills</li> <li>• Ability to convey complex information to different audiences.</li> <li>• Leadership skills</li> <li>• Excellent negotiating (including contractual negotiations) and influencing skills</li> <li>• Excellent and sustained networking skills.</li> <li>• Relevant IT skills e.g. Microsoft Office suite.</li> <li>• Ability to manage the production of high quality documentation to a fine degree of detail</li> <li>• Determination and drive to maintain focus and priorities to achieve project goals.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to contribute to income generation and knowledge transfer activities.</li> <li>• An ability to contribute to the enhancement of the research culture within the School.</li> <li>• Supervision of postgraduate and research students</li> <li>• Change management skills.</li> <li>• Innovative and proactive approach to problem-solving.</li> </ul>	<p>Application Form, Interview and Presentation</p>
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<p>Personal Details</p>	<ul style="list-style-type: none"> <li>• Ability to show initiative and innovation</li> <li>• High level of motivation, independence and commitment to success</li> <li>• Open-mindedness and ability to work in a changing environment with a flexible and adaptable approach.</li> <li>• Able to work to deadlines.</li> <li>• Commitment to continuous professional development.</li> <li>• A professional approach to administrative duties.</li> <li>• An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to engage in international activity on behalf of the University</li> </ul>	<p>Application Form and Interview</p>
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<p>Reference Number:</p>	
<p>Date:</p>	