



**IMPACT**

## Ocular Surface Disease Research Associate

**Reference:** R220625  
**Grade:** 7  
**Salary:** £30,502 per annum  
**Contract Type:** Fixed term – 2 years  
**Basis:** Full Time

# Job description

## Job Purpose

To support studies relating to ocular surface disease. The role will involve running active research projects, developing protocols and ethics submissions, recruiting patients, assessing visual function, meeting report deadlines, performing data collection and entry and writing academic papers with guidance.

## Main Duties and Responsibilities

- ▶ To support University, NHS and private hospital based research conducted by the Aston University Optometry and Vision Sciences Research Group
- ▶ Protocol development
- ▶ Ethics submission
- ▶ To identify relevant patients, contact them and schedule appointments
- ▶ To conduct ophthalmic examinations including measurement of visual function, dry eye, ocular biometry, biomechanics and imagery using a range of specialist instrumentation, in particular confocal imagery.
- ▶ To organise and manage data of the research projects
- ▶ To provide a first line of contact for the project, dealing with internal and external queries and referring them on as appropriate.
- ▶ To attend and support relevant meetings.
- ▶ To write up study data into publication format and company reports

## Citizenship

- ▶ To display and promote Aston values through your own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Good Optometry Degree</li> <li>• PhD in Optometry</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Writing &amp; submitting ethics applications</li> <li>• Recruiting and consenting patients</li> <li>• Providing advanced dry eye management including confocal imaging</li> </ul>	Application form, interview and presentation
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills: verbal and written</li> <li>• Project management skills</li> <li>• Ability to multitask effectively and meet deadlines</li> <li>• Excellent presentation skills</li> <li>• Flexibility and adaptability</li> <li>• Ability to support learning and teaching</li> <li>• Highly-developed analytical and organisational skills with the ability to meet deadlines</li> <li>• Well-developed interpersonal and team-working skills.</li> <li>• Competence in IT skills</li> <li>• An energetic and ambitious approach to excel in research</li> <li>• High professional standards</li> <li>• Ability to compile reports and draft publications</li> <li>• Ability to work independently and as a member of a high performance team</li> </ul>	Application form, interview and presentation
<b>Training and development</b>	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	Interview

<b>Other</b>	Commitment to observing the University's Equal Opportunities Policy at all times.	Interview
	Ability to attend the University as and when required for research organisation and delivery as well as relevant meetings.	Interview
	Ability to work within an optometry clinical and research setting with all due consideration of research ethics Health and Safety legislation.	Application form, interview

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and qualification</b>	Good clinical practice certified.	Application form and interview
<b>Experience</b>	Running randomised controlled clinical trials.	Application form & interview
<b>Aptitude and skills</b>	Ability to fit with the research team.	Interview

# How to apply

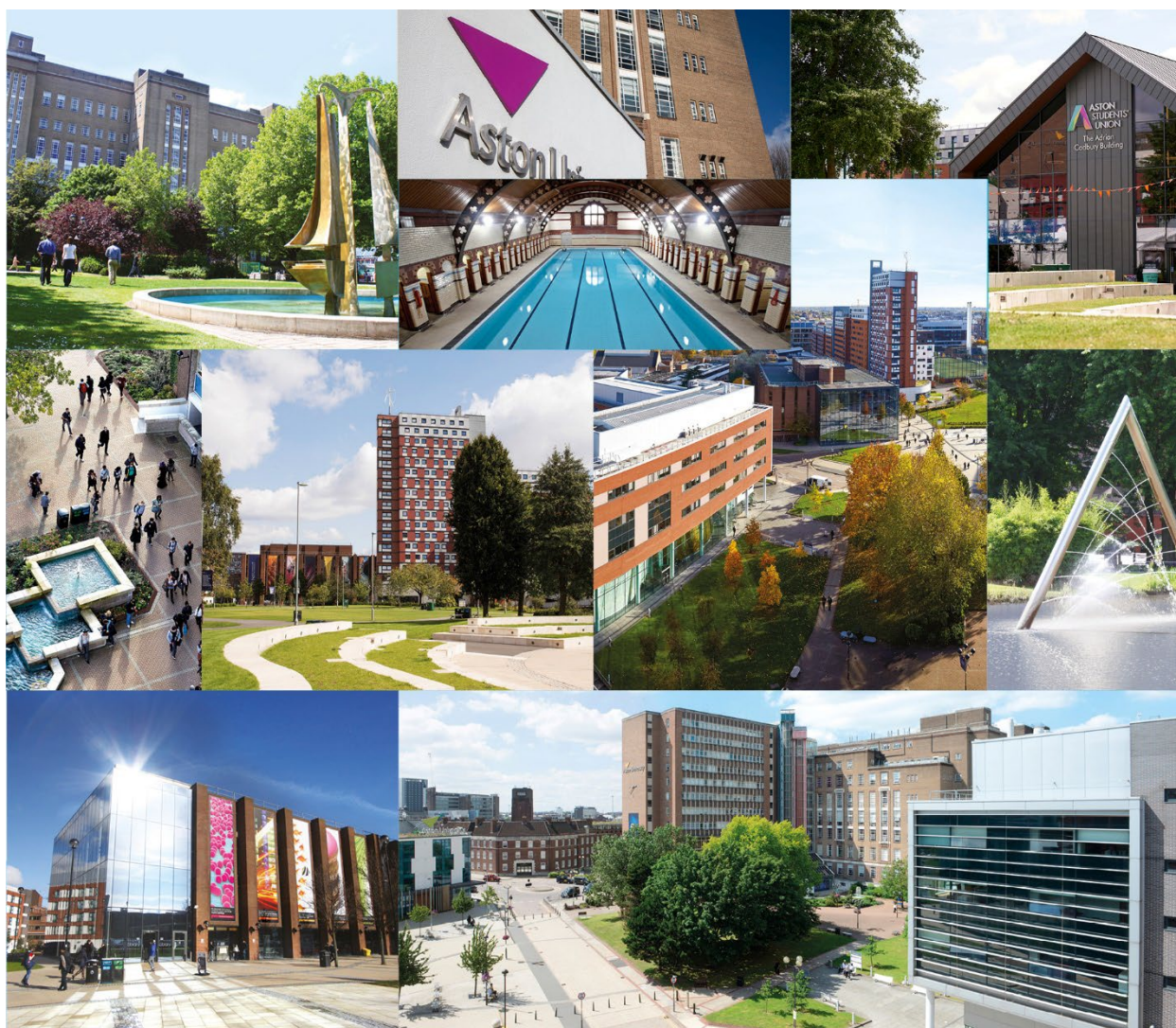
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59hrs BST on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Professor James Wolffsohn  
Job Title: Head of the School of Optometry  
Email: [j.s.w.wolffsohn@aston.ac.uk](mailto:j.s.w.wolffsohn@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of the salary scales and benefits that Aston University staff enjoy.

**Salary scales:** [h.https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index](https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index)

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

### **Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**aston.ac.uk**



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gets real.**