

Optometry Clinic Director



OPPORTUNITY

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Reference: 0535-25

Grade: 9

Salary: £46,735 to £55,755 per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

Aston University's Eye Clinic currently has ~8,000 patient episodes a year and supports the largest Optometry teaching programme in the Western world. We are looking for General Optical Council registered eye care professional with exceptional organisational and marketing skills to grow the clinic, to negotiate contracts with the local NHS and commissioning bodies, and to introduce new services to support the local community. They will be a team player and a strong clinical entrepreneurial leader. The role will suit someone who has the motivation and ability to lead and manage a large complex clinic team balancing the clinical, educational and commercial aspects of a teaching practice.

Clinic Director

The Clinical Fellow will make demonstrable impact on Aston University and its stakeholders through their clinical practice-related knowledge, skills and relationships. They will be responsible for the effective, efficient and quality driven management of the School's Eye Care Centre and will be professionally accountable to the College of Health and Life Sciences

They will lead and be responsible for the professional services team that support the Aston University Eye Clinic, ensuring that the School's academic, professional service community and external stakeholders are supported in alignment with the College/School's strategic plans. This will include:

- ▶ Developing the Aston Eye Clinic to increase clinical episodes, the range of services, financial stability and reputation withing the community.
- ▶ Enabling new academic initiatives aligned with the Aston 2030 strategy.
- ▶ Increasing clinical practice links for student projects and placements.
- ▶ Improving capacity and capability regarding research grant performance due to clinical practice involvement.
- ▶ Increasing engagement with external bodies leading to a positive effect on Aston beneficiaries.
- ▶ Raising the profile of Aston University with a positive effect on quality or quantity of market share.

The Clinical Fellow will actively promote the programme by establishing and maintaining memberships, links and partnerships with academic, industry and professional communities. They will be expected to work collaboratively and collegiately with fellow academics within the teaching team, and to update colleagues and students on developments in their subject area, particularly in relation to practice and professional expectations and requirements.

Main duties and responsibilities

- ▶ Input to the development of the curriculum to ensure relevance and currency of application to the appropriate industry or profession.
- ▶ To lead and manage the School's Eye Clinic professional services' team, managing performance, induction and developing and promoting a vision and strategy for the team, setting and regularly reviewing standards of service delivery (in line with NHS requirements for safety and quality) and engendering within the team a commitment to delivering high quality services, outstanding customer service, and a culture of continuous improvement and collaborative working.
- ▶ To have delegated responsibility for the implementation and continuous review of processes and procedures that support the effective and efficient delivery of teaching and services within the Eye Care Centre and meet the needs of students, clinical and academic staff, the NHS and external stakeholders.
- ▶ Managing individual projects within timelines and budgets and ensuring compliance with quality and reporting requirements, particularly professional body standards;
- ▶ Promote links and collaborations with existing professional networks to generate new opportunities for the University e.g. collaborative partnerships, funding opportunities, influencing the development of education for the profession/industry, student placement, project and graduate opportunities.
- ▶ Undertake administrative duties associated with teaching, scholarship, and citizenship
- ▶ To manage complex or sensitive issues demonstrating strong communication, problem solving, negotiation, persuasion, and influencing skills.
- ▶ Develop new networks and initiatives which bring value from industry/professional practice to students, staff, professional bodies, industry or third sector partners, drawing together professional/industry practice with education.
- ▶ Guide, coach and mentor other staff and students in teaching of the professional discipline, disseminating knowledge to audiences with a mixed range of knowledge and understanding.
- ▶ In consultation with the Head of School and/or Finance Manager, to manage and develop the financial resources of the Eye Clinic for strategic and operational planning purposes. This includes overseeing the annual budget preparation and preparing longer-term forecasts and scenario plans that meet the requirements of revenue growth, management of costs and development and review of (KPIs) key performance indicators.
- ▶ To be responsible for establishing and monitoring monthly reports of patient activity against projected financial plans.
- ▶ To gather and analyse data to inform decisions, establishing trends and patterns in data and creating reports, as appropriate.

- ▶ To lead on and support all aspects of management change processes and team development as required through implementation of key projects to achieve improved outcomes.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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
Education and qualifications	<ul style="list-style-type: none"> ▶ Hold a BSc in Optometry and registration with the General Optical Council. 	CV/Application form and interview
Experience	<ul style="list-style-type: none"> ▶ Ability to undertake independent professional activities, scholarship and/or conduct high quality research activities appropriate to the profession or discipline ▶ Excellent interpersonal and communications skills appropriate for interacting with students, staff and industry, together with a strong commitment to teamwork and multidisciplinary collaboration. ▶ Ability to translate professional/industry links and associations into positive outcomes for Aston, its students and staff ▶ Ability to build effective networks with colleagues and commitment to generating alternative funding for projects through effective liaison with education, industry/profession and funders. ▶ Ability to undertake clinical leadership. 	CV/Application form and interview

	Essential	Method of assessment
Aptitude and skills	<ul style="list-style-type: none"> ▶ Demonstrated current or recent clinic leadership position with examples of successful initiatives and marketing to grow patient numbers and income. ▶ Motivation and enthusiasm for transferring knowledge and learning from the relevant industry/ professional practice to learners ▶ Demonstrated capacity to work effectively with and to negotiate sensitively with students especially on issues related to effective learning ▶ Effective management of individual projects within timelines and budgets and in compliance with quality and reporting requirements. 	CV/Application form and interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Masters or PhD in Optometry or Vision Sciences. ▶ MBA 	CV/Application form
Experience	<ul style="list-style-type: none"> ▶ Successful negotiation of NHS contract or commissioned service 	CV/Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.



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 23.59pm 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: James S W Wolffsohn

Job Title: Professor And Head Of Optometry • School Of Optometry

Email: j.s.w.wolffsohn@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

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

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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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