

POSITION DESCRIPTION

POSITION TITLE:	Research Fellow
ORGANISATION DIVISION:	NVRI
EMPLOYMENT TYPE:	Full time fixed term (3 years)
WORK LOCATION:	Carlton
RESPONSIBLE TO:	Director of NVRI
OTHER BENEFITS:	Salary Packaging
DATE OF LAST REVIEW:	March 2021
APPROVED BY:	Director of NVRI

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovation, partnership and leadership in:

Clinical optometry services - providing high quality public health eye care for communities in need and leading best practice;

Research - undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

Education - providing best practice clinical learning pathways for optometrists from pre-registration through to professional practice.

The ACO's work is led by the following values and principles:

- We deeply **care** about eye health;
- Everything we do drives this **purpose**;
- Mutual **respect** guides our expectations;
- We foster excellence through **collaboration** with our patients, partners, and teams;
- Our commitment to **innovation** pushes us to question and find better ways; and
- We **deliver** what we promise to patients, partners, and each other.

2. POSITION SUMMARY

This position is directly responsible to the Director of the NVRI. This is an exciting position supported by the Lions Clubs of Victoria to fund vision research. The successful candidate will have the chance to be part of a high-profile research institute with unique career advancement possibilities.

The position is required to conduct multi cell recording from the visual cortex as part of projects to understand fundamental mechanisms underlying visual processing and development of implantable bionic devices. The work will be conducted with teams of physiologists, engineers and physicists at the NVRI, University of Melbourne and other institutions. The end goal is to develop knowledge of the visual system and devices that can communicate directly with the brain.

Facilities

The NVRI laboratories are located in the ACO Building at 374 Cardigan Street Carlton Victoria.

The main basic science research laboratories of the NVRI are equipped for in vivo and in vitro electrophysiology research. The area is well served for office space for research staff and students.

Academic Environment

There is a very strong academic and research environment with significant collaboration on existing research programs conducted by the NVRI with strong collaborations with Universities and industry.

3. KEY RESPONSIBILITIES

To be successful in the role, the incumbent will be required to work within the research team and is expected to:

- Develop research themes and carry out all experimental work aimed to address the research required in the area of visual neuroscience.
- Participate in overall project management and contribute intellectually to the research direction.
- Maintain and develop strong links with other research institutions.
- Manage day to day activities in the research laboratory.
- Undertake research as a key member of a team.
- Prepare results for the contribution of reports, conference/seminar papers and publications for research.
- Keep a detailed record of all experimental work.
- Meet project milestones.
- Organise and attend to duties in a timely and effective manner.
- Work independently, effectively and efficiently in pursuit of defined goals in addition to working as a member of the team, proactively sharing the workload.
- Maintain confidentiality about information concerning ACO data.
- Be proficient with computers, equipment and technology used to support research activities.
- Deliver skilled public speaking assignments.

- Maintain a safe work environment to ensure that the laboratory complies with regulatory standards.
- Other duties as may be required from time to time

4. **SPECIAL REQUIREMENTS**

The incumbent would need to be aware of safe working practices and handling of hazardous materials.

5. **JOB COMPLEXITY, SKILLS AND KNOWLEDGE**

The incumbent will be required to operate under general direction of the Director of the NVRI in their work and contribution to the research program.

The position involves both laboratory management and research supervision at PhD and Honours level.

Key outcome measures are in grant writing, publication and student supervision.

6. **OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES**

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

KEY SELECTION CRITERIA

Qualifications

- A PhD completion, with examination underway, or a PhD in physiology, engineering or physics.

Knowledge, Experience and Skills

- A proven track record in research in physiology, engineering or physics and an interest in vision science.
- Ability to ensure that the quality of research is of the highest standard and that research results are published and presented to conferences.
- Ability to successfully apply for research grants that will enable a strong research team to be developed.
- Ability to meet project deadlines and collect and collate information accurately and reliably.
- A good understanding of data analysis and reporting.

- Demonstrated enthusiasm and motivation for career development and strengthening track record.
- Strong time management and attention to detail skills and ability to manage multiple tasks and prioritise workload.
- Evidence of contributing as a member of a team, as well as the ability to work independently.
- The ability to communicate effectively, express ideas clearly and logically, and to write in a clear, concise and easy to understand manner.
- Ethical and honourable, demonstrating high standards and values, engendering trust and credibility.

Organisational Relationships

Reports to: Director NVRI

Supervises: Research Students

Internal Liaisons: NVRI Researchers
NVRI Technicians
All NVRI and ACO staff

External Liaisons: University Departments
Industry and professional associations
Grant awarding bodies and foundations

OTHER RELEVANT INFORMATION

Safety Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to selecting people to provide a safe environment to our clients. Working with Children Check Card will be required for some positions.

Employment for all positions is conditional on a satisfactory National Police Check. Police checks must be renewed every three years.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

Diversity

The Australian College of Optometry is an Equal Opportunity Employer. We welcome applications from people with the widest possible diversity of background, culture and experience. The ACO encourages and welcomes the interest from Aboriginal and Torres Strait Islanders for roles within the organisation.