

POSITION TITLE	DIRECTOR, RESEARCH AND EDUCATION
EMPLOYMENT TYPE	FULL-TIME – Five-year fixed term and renewable
WORK LOCATION	CARLTON – HEAD OFFICE
RESPONSIBLE TO	CHIEF EXECUTIVE OFFICER
SALARY RANGE	SALARY COMMENSURATE WITH EXPERIENCE – Equivalent to UoM Academic level D or E

1. ABOUT THE AUSTRALIAN COLLEGE OF OPTOMETRY

We aim to be a global leader in primary public health eye care, providing best practice and holistic care to patients in need. We want to achieve this through clinical excellence, translational clinical and public health research, knowledge building through education, and better collaboration. Patient-centred models will underpin everything we do.

2. STRATEGIC DIRECTION

The ACO’s Strategic Plan is presented under four interconnected ‘pillars’, and they describe very simply what we aim to achieve. The pillars addressing patient care, organisational capability, financial stability, and organisational culture will drive all of our work output over the coming three years. They represent a fundamental shift in our mindset and culture, embracing the interconnections between our clinical work and our education and research activities.



The Strategic Plan (2023-2026) is located on the [ACO website](#).

3. POSITION SUMMARY

Reporting to the Chief Executive Officer, the Director of Education and Research, forms part of the ACO’s Executive Team and is responsible for driving the ACO’s reputation as a leading provider of specialised educational and training programs and offerings, along with delivering unique research delivering translational clinical outputs.

Actively participating as a member of the CEO’s executive management team, in the development and achievement of objectives and strategies, this position is responsible for embedding integrated models of teaching, graduate training, clinical excellence, research and professional development to drive the profession broadly.

4. POSITION RESPONSIBILITIES (KPI'S TO BE DEVELOPED IN COLLABORATION WITH CEO)

To be successful in the role, the incumbent will be required to:

Operational
Develop and drive the operational plan to ensure the evolution of the ACO's Research, Education, Teaching and Training programs supports the strategic initiatives and direction of the ACO.
Lead the development of strategies and frameworks to position the ACO as a leader in translational clinical and public health Research and Education
Develop and drive the delivery of projects that support the Research and Education strategy and associated operational plan, ensuring projects have a positive business impact.
Finance, Business Development and Stakeholder Management
Develop and drive the strategy and supporting plan for business expansion and diversification of funding sources to ensure growth of and sustainability in core income.
Promote, build, and maintain effective relationships and collaborations with external stakeholders including government, hospitals, optometrists, other health providers, universities, and industry professionals.
Develop and manage the operational budget in consultation with the Executive Management Team and the CEO.
Lead, advise and actively present and prepare reports and content to the relevant internal and external stakeholders with regards to the operations, contractual compliance, achievements, and administration.
Research
Develop and maintain quality translational clinical and public health research in line with the ACO strategic plan.
Develop and maintain strong collaborative research links with other research institutes and university departments.
Provide academic leadership through an active personal research program as well as providing broad direction and guidance to the research units within the ACO
Ensure that the quality of research is of the highest standard and that research results are published in journals of high academic standing and presented by invitation to international conferences
Secure research grants including, competitive, commercial, government and philanthropic grants, that will enable strong research teams to be developed and grow
Education, Teaching and Training
Develop a strategy to provide ongoing innovative education, teaching and training programs, that utilise a range of teaching and learning methodologies.
Oversee the management, development, and review of courses, ensuring their quality, availability, and suitability to meet course requirements according to accreditation criteria.
Design and oversee a comprehensive program for the intake of graduate optometrists and ensure their training across the first two years of their time in practice is effective and memorable.
Oversee best practice of clinical teaching and training, to drive improvements in capacity, models of care and patient management.
Oversee the OCANZ examination process, ensuing reporting and ensure contractual obligations are met.
Management, People Development and Leadership
Drive a high-performance driven culture that provides leadership, coaching and support for direct reports, whilst demonstrating senior leadership for all ACO staff in accordance with the core values of the ACO.
Enhance and establish strategies to ensure an engaged and committed workforce and that the attraction and retention of talent meet the future needs of the organisation based on the strategic direction.
Manage performance of direct reports to ensure both technical and operational output and along with behaviours are of the expected standard by communicating clear and consistent standards of performance expectations
Drive a safety culture across the organisation
General/ Other
Maintain confidentiality about information acquired in the course of interaction with patients and employees
Always act in a professional and ethical way with patients, colleagues and other health care and service professionals and stakeholders
Other duties as may be required from time to time to meet the needs of the ACO

4. WORKING RELATIONSHIPS

Reports to:	Chief Executive Officer
Supervises:	Manager Governance and Training Manager Teaching Services Manager Education Services Clinical Research Fellow
Internal liaisons:	Director of Operations Chief Financial Officer General Manager People and Culture Marketing and Communications Manager General Managers Education and Teaching Services teams Optometrists All staff
External liaisons:	Patients Government Funders Universities

5. KEY SELECTION CRITERIA

To be considered for this role, the applicant should have:

QUALIFICATIONS AND EXPERIENCE KNOWLEDGE

Essential

- A relevant higher degree qualification in optometry, translational, clinical, or public health research, or related discipline
- Experienced academic with extensive knowledge and experience in academic teaching and/or conducting research in an area of vision research.
- Motivated to serve the community and, in particular, for people experiencing disadvantage.
- Capacity to provide outstanding leadership and foster excellence in research, education, training, and teaching.

Desirable

- Seven (7) years demonstrated experience in a senior leadership role.
- Experience in working for a not for profit, or public health organisation will be well regarded.
- Strong track record of publishing original research in peer reviewed journals of excellent standing and competitive grant success.

SKILLS AND KNOWLEDGE

- Ability to, plan and manage operational resources, processes and systems for maximum efficiency and productivity.
- Ability to think and act strategically and align the operational plan to the organisation's strategic direction.
- Highly developed communication skills with demonstrated experience building relationships with stakeholders at all levels.
- Superior organisational and project management skills.
- Demonstrated experience in successfully managing and reporting on operational budgets.

- Proven success in reviewing, managing, and re-engineering business processes and systems and in generally solving organisational problems including promoting the need for change, overcoming resistance and providing support for others.
- Experience and knowledge in developing, implementing and promoting organisation wide risk management programs.
- Strong governance and operational reporting skills and experience working with Boards and Committees.
- Inspirational leadership style with demonstrated experience in leading high performing teams.
- Ethical and honourable, demonstrating high standards and values, engendering trust, credibility, and respect.

This position may involve out of hours work and travel, for research and education purposes, as well as networking, and conferences.

6. COMPETENCIES

Expected core competencies for all employees are outlined below. Role specific competencies to be discussed, with performance measured against these and the core competencies.

Vision & Values	Leads and Demonstrates the ACO Vision & Values in everything they do. This is essential for building trust and fostering a culture of respect and accountability in the workplace.
Leading by example	Embeds a workplace culture of care, support, and encouragement for each other and for the community through shaping a safe, respectful, and socially responsibly workplace.
Communicating with impact & clarity	Uses appropriate, clear, and effective verbal and nonverbal cues for the required audience to achieve results, avoid misunderstandings and resolve conflicts.
Patient & Stakeholder Focus	Builds patient and stakeholder confidence by committing to prioritising and understanding needs and delivering a consistently high standard of service. Essential for creating a patient-centred culture to achieve success through stakeholder satisfaction.
Building Capability	Develops own skills and knowledge, with a willingness to take on challenges and seek out new opportunities for learning and growth. Encourages others to do the same, building a culture of continuous learning and development.
Courage, Ethics, & Integrity	Acts in a noble, open, and conscientious way, consistent with ACO values. Challenges unacceptable behaviour and poor performance. Displays a positive attitude in the face of ambiguity and change.
Diversity & Inclusion	Contributes actively to a working environment that recognises, responds and values diversity and inclusion within the ACO and surrounding community.

7. COMPLIANCE

Workplace Safety

ACO employees must take reasonable care for the health and safety of themselves and others. Employees must comply with all reasonable instruction and ACO policies and procedures including reporting of all OH&S hazards, incidents, injuries and illnesses.

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, and must be renewed every five years.

Police Screening

Employment at the ACO 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.

The Australian College of Optometry is an Equal Opportunity Employer.

We encourage applications from Aboriginal or Torres Strait Islander people, LGBTQIA+ people, people living with disability and those from a culturally and linguistically diverse groups.