

Job Description

Assistant Professor in Optometry
School of Optometry and Vision Science

Faculty of Life Sciences



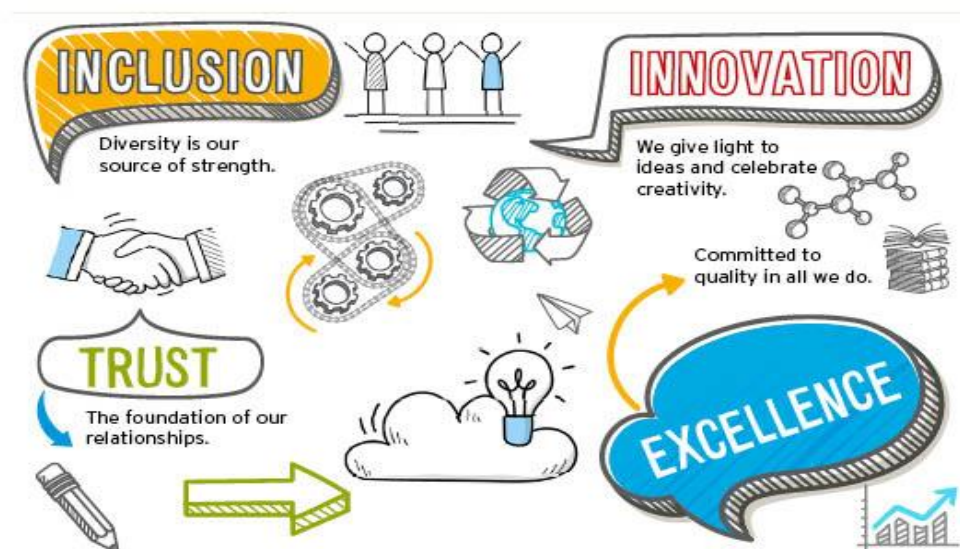
Brief summary of the role

Role title:	Assistant Professor
Grade:	9
Faculty or Directorate:	Life Sciences
Service or Department:	School of Optometry and Vision Science
Location:	Phoenix South West Building
Reports to:	Head of School
Responsible for:	Teaching on the Undergraduate Masters of Optometry program and contributing to academic life (research, KT, admin) in the school.
Work pattern:	Normal (0.5 FTE)

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• Degree and professional qualifications in Optometry. • Registration as an optometrist with the General Optical Council (GOC).
Desirable	• Teaching qualification and/or membership of the HE Academy. • Higher degree, preferably PhD, in an area close to Clinical Optometry and Vision Science.

Experience, skills, and knowledge

Essential	• Experience of working in Optometry practice. • Experience of teaching Optometry at undergraduate and/or CPD level. • Experience of effective program delivery in Optometry including evaluation • A record of contribution to scholarship and/or professional development in Optometry. • Significant knowledge and understanding of optometry-related subjects.
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	• Good presentational skills. • Evidence of good communication and inter-personal skills. • Skilled in the use of common office software (e.g. Word, Excel, Powerpoint) • Ability to work using own initiative.
Desirable	• Experience of module development, management and review. • Evidence of innovation in teaching, learning and assessment. • Evidence of good organisational and administrative skills. • Ability to resolve complex education related problems, using initiative and creativity whilst ensuring compliance with appropriate regulations and policies. • Ability to manage an administrative workload managing own time to achieve strict and often conflicting deadlines. • Ability to think strategically at discipline level • Evidence of skills in the use of electronic media for preparation and delivery of course material.

Personal attributes

Essential	• Resilience in times of uncertainty • Ability to command respect from students and peers through relevant experience in Optometric practice. • Empathy • Excellent interpersonal verbal and written communication skills
Desirable	• Willingness to participate in appropriate administrative processes

Main purpose of the role

- To contribute to teaching in their specialist area relevant to the University strategy and sub-strategies of the Teaching & Student Experience Strategy;
- To disseminate knowledge through teaching students from diverse entry pathways and contribute to the teaching and supervision requirements of the Faculty;
- To support the pursuit of distinctiveness and competitive advantage through embedding the University Strategic objectives;
- To keep up to date with developments in subject area, developing relevant skills and keep abreast of University and sector-wide policies, procedures and regulations.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

Teaching

1. Contribute to the development of optometry teaching within the school.
2. Supervision and assessment of undergraduate optometry students in clinical and pre-clinical teaching sessions/examinations.
3. Take a lead role in developing and supporting students and new graduates in the development of skills of enterprise and entrepreneurship to facilitate their employability.
4. Provide specialist mentorship support to students, new graduates and colleagues as appropriate.
5. Collaborate with academic colleagues to evaluate the effectiveness of education and training through the student-led clinics and disseminate findings.
6. Contribute to the enhancement of and innovation in programmes, assessment and feedback including distance /blended learning.
7. Identify, promote, administer and grow placement activities.

8. Work collaboratively with colleagues to ensure high levels of student satisfaction and quality outcomes.
9. Undertake Faculty, School or Department leadership roles as appropriate or required.
10. Ensure curriculum design and/or delivery incorporates relevant student, service user and carers (as appropriate) and technology enhanced learning appropriate to the subject discipline.
11. Utilise appropriate assessment methods and approaches and provide quality, personalised and timely feedback.
12. Ensure teaching is research-led with subject content underpinned by relevant specialist research.
13. Lead the design and development of an inclusive, accessible and research-informed teaching curriculum and supportive learning activities.
14. Evaluate modules, and manage projects at undergraduate and postgraduate levels.
15. Plan, deliver and assess innovative, engaging and challenging teaching activities which provide a distinctive and exceptional student experience.

Knowledge Exchange and Business & Community Engagement

16. Contribute to the development of optometry services relevant to the clinic.
17. Utilise highly developed specialist knowledge and clinical expertise in optometry practice to deliver a client-centred and customer-focused Clinical service.
18. Take a lead role in generating sustainable new business for SOVS through the identification of potential patients, and customers and active pursuit of opportunities. Develop our clinical services to meet the needs of patients and fellow practitioners.
19. In conjunction with identified team members, lead on the implementation of the established clinic business plan and play an active role in its ongoing development beyond optometry services to embrace the well-being agenda.
20. Support submissions to accreditation bodies as required, including demonstration of compliance standards and co-ordination of re-accreditation groups.

General

21. Maintain appropriate professional accreditation(s) including updating professional practice and personal development needs relevant to the Faculty and/or University.
22. Meet PDR objectives and maintain a personal development plan utilizing the Performance Development Review Scheme.
23. Demonstrate commitment to integrating and embedding equality, diversity and inclusion into core research and teaching practices to support the EDI Strategy.
24. Contribute to strategic and operational planning within the Faculty and wider University level and University ambitions including Athena SWAN and other external standards
25. Contribute to the financial sustainability of the Faculty and wider University including identifying efficiencies, optimising resources and making savings
26. Contribute to the administration of the School of Optometry and Vision Science and University as agreed with the University.
27. Participating in and developing internal and external networks in relation to students, patients, income generation, and other relationships.
28. Providing pastoral care for students within a specified area. Expected to resolve standard welfare issues.
29. Responding to the needs of others, and delivering an agreed service.
30. Any other duties commensurate with the grade and nature of the post.