

**UNIVERSITY OF OTAGO**  
**Te Whare Wananga o Otago**

**JOB DESCRIPTION**

**JOB TITLE:** Associate Professor/Senior Lecturer Ophthalmology  
**DEPARTMENT:** Department of Medicine  
**SCHOOL & DIVISION:** Dunedin School of Medicine, Division of Health Sciences

**1. PRIME FUNCTION**

Contribute to the on-going development and success of the Department of Medicine through the provision of duties relating to Research, Teaching, Community and University Service, and associated Administration.

**2. KEY TASKS**

1) Research –develop and expand a research profile in the area of research specialisation, this could include clinical and fundamental research.

- Develop a personal research profile in main field of interest
- Apply for external grant funding as appropriate.
- Ensure research outputs are documented through peer-reviewed publication.
- Facilitate and participate effectively in research collaborations with colleagues.
- Maintain an awareness of research developments in the relevant field.
- Contribute positively to the research culture of the Department and School.
- Be available to assist other staff, in particular junior medical and undergraduate staff planning to undertake research, in the form of guidance, planning assistance and support.
- Support and mentoring of postgraduate trainees through research projects and participation in structured courses related to emergency medicine training programmes.
- Attract postgraduate as well as undergraduate students to work with them in their research.
- Ensure administrative processes are completed in a timely and efficient fashion in accordance with University policy and practice.
- Fulfil any compliance and reporting requirements.

2) Teaching – Ophthalmology related teaching at the undergraduate and postgraduate levels. This includes preparation of teaching, contribution to course design, assessment, teaching and other administration duties. This is current teaching but needs a focus and a person taking the lead and being innovative.

- Deliver teaching programmes relating to Ophthalmology, and/or other areas within the appointee's expertise, for undergraduate medical students in small group and whole class settings.
- Actively participate in the delivery of Early Learning in Medicine (ELM) teaching, which is the preclinical curriculum delivery i.e. for year 2 and 3 medicate students.

- Engage students through the creation of stimulating learning environments across theoretical, case-based and clinical settings.
- Support the development of professional skills in students.
- Facilitate learning in a range of structured teaching environments.
- Develop learning material for students related to the aspects of the postgraduate courses being taught, including taking a lead role in course development as appropriate.
- Reflect on appropriate assessment and evaluation of teaching activities.
- Assist with assessments such as by contributing questions or practical exercises within area of specialty.
- Provide within-course assessment and effective feedback to students on progress towards professional competence. Assessments can be in class, out of class, or in a practical/professional setting.
- Record results accurately in accordance with University processes.
- Ensure all marking and assessment reporting is completed within the University's timeframes and guidelines.
- Work within the Hauora Maori framework of the University of Otago.

3) Community and University Service – provide expertise and display commitment to the community in the area of research and clinical specialisation.

- Complete training and teaching for house surgeons/registrars/GP's via continuing medical education sessions.
- Utilise expertise to ensure the University and local health community maintain a focus on critical care teaching and learning.
- Undertake management/leadership roles within the wider Health community (e.g. via patient support groups) and University Community, particularly with regard to the Emergency Medicine specialty.
- Demonstrate and foster collegiality within the Department/School/Division.
- Participate in quality assurance activities.
- Contribute effectively to external academic and professional activities.

4) Health and Safety

- Ensure that health and safety practices are observed in all workplace activities.
- Ensure that exemplary health and safety practice is taught to students in relation to the discipline.
- Report all accidents, incidents and near-misses in accordance with policy.
- Take responsibility for ensuring that relevant health and safety training has been completed.
- Identify and report all hazards.
- Assist the Department Health and Safety Officer when requested.

## 5) Other Duties

- Carry out any other duties, requested by the Head of Department/Dean or designated supervisor that reasonably fall within the broad parameters of the position or as an employee of the University.

## 4. RELATIONSHIPS

- **Directly responsible to:** Head of Department, Department of Medicine
- **Supervision of:** Nil
- **Functional relationships with:** Health Sciences Divisional staff, students and visitors  
University of Otago staff, students and visitors  
Maori Healthcare providers  
Pacific Healthcare providers

## 5. BUDGETARY RESPONSIBILITY

Not applicable

## 6. PERSON SPECIFICATION

- Must be a medically qualified specialist Ophthalmologist who holds, or is eligible for, vocational registration with the NZ Medical Council.
- Hold a postgraduate research degree.
- Have teaching experience at the undergraduate and postgraduate level.
- Have appropriate postdoctoral or research experience, and the ability to establish a vigorous research program.
- Have leadership and team building abilities.
- Able to work autonomously and with limited face to face supervision
- Have superior communication skills, both written and orally and an ability to work co-operatively with others.
- Experience in establishing and maintaining excellent communication with a wide range of individuals.
- Preferably have administrative experience in an academic environment.