

POSITION DESCRIPTION

Head of Lions Eye Donation Service - Victoria

POSITION NUMBER	
DEPARTMENT	Lions Eye Donation Service
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time
REPORTS TO	Professor Keith Martin, Managing Director, CERA
BASE SALARY	Commensurate with skills and experience
SUPERANNUATION	Superannuation Guarantee Contribution rate.
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Email a current resume and covering letter to Diana Mottram, Head of Human Resources dmottram@cera.org.au
CONTACT FOR ENQUIRIES	Diana Mottram, Head of Human Resources dmottram@cera.org.au

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Background

The Lions Eye Donation Service (LEDS) is a comprehensive donation medical service, from referral and consent, to donation, medical suitability determination, surgical retrieval, evaluation, preservation and allocation of human ocular tissue. It provides corneas and sclera for transplantation, corneal training to surgeons, and ocular research tissue for a range of research needs, to ethics approved researchers across Victoria and Tasmania.

Located within the Centre for Eye Research Australia (CERA) at the Royal Victorian Eye and Ear Hospital, it is a world leading non-profit eye bank responsible for stewarding the end-of-life eye donations, of Victorian donors, toward transplantation, research and training. LEDS has helped restore the vision of thousands of people across Australia and beyond – primarily through corneal transplantation. It has trained surgeons from around the world to perform transplantations, and supported vision researchers across all aspects of eye care discovery, prevention and treatment development.

Since inception, LEDS has innovated practice in Australia, being the first eye bank to introduce many new tissue and surgical techniques, and a national and global leader in practice reform and development.

Position Summary

Reporting to the CERA Managing Director, The Head of LEDS will lead a multi-disciplinary clinical and scientific team to deliver high quality, effective and efficient end of life donation and transplant services that meet the needs of its clients and the demands of the regulatory body and other stakeholders.

Key Responsibilities

Strategic and Operational Planning

1. Prepare the LEDS strategic and operational plans ensuring they are aligned with the mission and vision.
2. Develop annual operating budgets, monitor income and expenditure, and identify and manage financial risk.
3. Prepare reports, briefings and presentations for the Board, Executive and other stakeholder groups within scheduled timeframes.
4. Work collaboratively with CERA's Research Support functions to ensure alignment between LEDS internal processes and CERA's organisational requirements.

Leadership and Management

5. Provide leadership, direction and support for a multi-disciplinary team ensuring services are delivered to a high standard.
6. Manage day to day operations providing cover and back up when needed.

7. Act as Product Manager, a position required by the TGA for the provision of human material as a medical device.
8. Promote a culture of continuous improvement in service delivery.
9. Actively encourage team development providing support for participation in development opportunities.

Service Design and Development

10. Keep abreast of national and international research and development within the human tissue donation and eye care fields, to ensure CERA and LEDS remains at the forefront of advancement in eye banking and eye care.
11. Work collaboratively with donation partners to develop and expand eye donation programs.
12. Ensure compliance with internal and external standards and protocols.
13. Develop the service to meet current and future demand and anticipated future technologies.
14. Work collaboratively with local, national and global stakeholders to promote donation, and safeguard ethical access to tissue, for the betterment of donors and recipients.
15. Actively pursue and introduce new and cutting-edge surgical technologies and services
16. Represent LEDS within sector, government, and regulatory taskforces.
17. Work collaboratively with CERA, other eye and tissue banks, and ophthalmologists to promote an active research and development culture and agenda within the Service.
18. Represent LEDS and CERA in a positive and professional manner.

Selection Criteria

Essential

1. Relevant qualification in a related field (e.g. Medicine, Medical Sciences, Nursing or Allied Health).
2. Senior managerial experience in a scientific/medical service.
3. Strong business acumen and strategic thinker.
4. Ability to exercise ethical judgement and discretion.
5. Excellent attention to detail and organisational skills.
6. Excellent written and verbal communication skills.
7. Ability to network and build relationships nationally and internationally, with other eye and tissue banks, the eye care and research fields and other stakeholders.

Desirable

8. Experience or exposure to donation medicine (donation, retrieval, scientific/medical aspects, allocation), community engagement, end-of-life care, eye care or forensic medicine.
9. Published research and/or development work in the field.
10. Experience working with the TGA or government.
11. Exposure to future therapies and biologicals in the human tissue or eye care field.
12. Experience working in small and niche medical fields and/or with high-performing teams.

Special requirements and other information

1. CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. You are required to be fully vaccinated against COVID-19 (SARS-CoV-2), including with a booster dose, unless CERA grants you an exemption.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You will be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
4. You may be required to independently travel to other work locations to fulfill the requirements of the position.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located, at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in East Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at Eye and Ear on the Park. We also have laboratory facilities within the St Vincent's Hospital Clinical Sciences Building. We have around 180 staff and students working across our three sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We work together for the greater good.
- **Agility** – We work with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.

- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people’s lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.