

**JOB REF NO: 6472**

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **A. POSITION DETAILS**

<b>TITLE OF POST:</b>	Optics Operational Officer (Full Time – Permanent)
<b>RESPONSIBLE TO:</b>	Curriculum Manager for Optics
<b>GRADE:</b>	Business Support Scale 5
<b>SALARY:</b>	From 24,907 up to £26,404 (Inclusive of London Weighting)
<b>HOURS:</b>	35 hours per week - Monday to Friday including up to 2 evenings per week
<b>CLOSING DATE:</b>	Thursday 22 <sup>nd</sup> June 2017 (Midnight)

### **B. PURPOSE OF THE JOB**

- To oversee all aspects of the assessment process and provide technical support for the Optics department

### **C. MAIN DUTIES AND RESPONSIBILITIES**

1. Co-ordination of all aspects of the assessment process
2. Collating and formatting of examination papers, to be sent to the external Moderators
3. Scheduling and timetabling of examinations and assessments
4. Booking of examination venues
5. Liaising with the Internal Examiners and External Moderators
6. Liaising with ABDO and the GOC with respect to theory examination administration
7. Collate and send Core Competency tracking sheets to ABDO
8. Respond to candidates' queries regarding all examinations including re-sit examinations
9. Attend Examination Boards and Team meetings
10. To create, oversee and maintain the results tracking sheets, including employers' and sponsors' contact details

11. To set up and pack away equipment to be used in practical classes
12. To prepare and maintain, equipment and resources for Anatomy, Visual Optics, Ophthalmic lenses, Dispensing, and Contact Lens laboratories, ensuring compliance with Health and Safety
13. To assist tutors and students in laboratories when required, including giving advice and assistance to students and staff on apparatus use, care and techniques
14. Support the Optics department in developing and maintaining links with the Optical Manufacturing Industry and Employers
15. To undertake any other administrative duties to assist the department
16. Comply with College Equal Opportunities Policy

#### ***D. EXPECTATIONS OF THE POST HOLDER***

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

***N.B.*** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



## **E. PERSON SPECIFICATION**

### **Important:**

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of our **Business Support Competency Framework** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

### **Qualifications and Experience**

1. Qualified Dispensing Optician, or experienced Optical Technician preferably with SMC Tech qualification

### **Knowledge and Understanding**

1. Knowledge of the Ophthalmic Dispensing syllabus
2. An understanding of the assessment process
3. Knowledge of Optical instruments, equipment, and consumables
4. Understanding of and commitment to the Colleges' Equal Opportunities Policy

### **Skills and Abilities**

1. Ability to schedule own work to meet the needs of the post
2. Ability to maintain records and systems, and be familiar with Excel spreadsheets
3. Ability to communicate effectively with a wide range of people

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure

