



Optometry Council of  
Australia and New Zealand

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Australia

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Web: [www.ocanz.org](http://www.ocanz.org)

ACN 074 875 111 ABN 38 074 875 111

## Job Description

<b>Job title:</b>	<b>Examination Manager</b>
<b>Reporting to:</b>	<b>Chief Executive Officer Optometry Council of Australia and New Zealand</b>
<b>Salary:</b>	<b>Up to \$61.85 per hour, depending on qualifications and experience, plus 10.5% superannuation and pro rata personal/recreation leave</b>
<b>Hours:</b>	<b>15 hours per week</b>
<b>Employment:</b>	<b>Permanent part time</b>
<b>Location:</b>	<b>Level 10, 167 Queen Street, Melbourne Victoria; remote working from home negotiable for up to 50% of working hours</b>

## Organisational Environment and Purpose of Role

The Optometry Council of Australia and New Zealand (OCANZ) is an independent standards body for optometry education and training in Australia and New Zealand. OCANZ provides accreditation services to the Optometrists Board of Australia (OptomBA) and the Optometrists and Dispensing Opticians Board (ODOB) of New Zealand, including the accreditation of optometry programs leading to registration as an optometrist, and the assessment of overseas trained optometrists seeking to work as optometrists in Australia or New Zealand.

OCANZ was established in 1996 and is a not for profit company limited by guarantee. A small staff of 5 part-time employees supports a Board of 8-10 Directors in achieving the objects of the organisation.

An important aspect of this work is the conduct of examinations of optometrists trained outside Australia and New Zealand for the purpose of assessing their eligibility for registration by the Boards. The Examination Manager is responsible for all aspects of the administration and management of the Competency in Optometry Examination and the Assessment of Competence in Ocular Therapeutics examination including the oversight of examination contracts, policies and processes, the examination database, and examination information. The position assists the Chief Executive Officer with budgeting for the examinations and with the implementation of improvements to the examinations approved by OCANZ committees or the OCANZ Board of Directors.

The Examinations Manager supports the work of the OCANZ examination committees through the preparation of agendas, minutes, statistical reporting and briefing papers as required. The Examinations Manager is also responsible for the regular review of all policies, processes and examination documentation and for recommending and implementing improvements to the committees as required.



Further information about OCANZ can be found at [www.ocanz.org](http://www.ocanz.org)  
An account of OCANZ examination work is available in the OCANZ annual reports at  
<https://www.ocanz.org/about/annual-reports/>

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## Key responsibilities and duties

The **Examination Manager** duties will include but not be limited to:

Responsibility 1: Administer the OCANZ Competency in Optometry Examination:

- act as the primary point of contact for candidates and stakeholders
- facilitate the continual update of OCANZ webpage information on examination dates and processes
- oversight of examination delivery including confirmation of candidate numbers, organising marking of exam papers and attendance at clinical examination sessions
- liaise with candidates during examination continuum including informing them of their eligibility to sit an examination and progress, or otherwise, to the next stage
- manage post examination processes including reporting, issuing of certificates and assisting with appeals processes

Responsibility 2: Support appropriate standards in examination delivery including recommending and implementing improvements to examination policy and processes as needed and managing all liaison with contractors administering the written and clinical components of that examination.

Responsibility 3: Oversight and maintenance of candidate database including collecting and analysing results for reporting to the OCANZ Board and/or its Committees and the annual report

Responsibility 4: Act as secretary to the Examination Committee and Examination Eligibility Committee, preparing high quality agenda and minutes, reports, briefs, papers, and presentations for the committee, Board of Directors and/or external audiences as required.

Responsibility 5: Assist the Chief Executive Officer and Office Manager with the financial administration of the OCANZ examination function, including assisting them with budget preparation related to the function and day to day oversight of examination income and expenditure.

Responsibility 6: Manage activities as assigned by Chief Executive Officer to support the improvement of OCANZ examination functions and other OCANZ functions as time permits.

Responsibility 7. Contribute to the positive cohesion and innovation of the OCANZ staff team.



Responsibility 8: Adhere to policies and processes of the workplace including:

- Client service standards
- Workplace health and safety
- Equal opportunity
- Cultural safety
- Records management
- Values and ethics
- Team support.

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## Skills and Experience:

Required:

- Outstanding written and verbal communication skills, including the ability to communicate confidently with a wide range of stakeholders.
- Well-developed skills in critical thinking, writing reports and preparing papers.
- Superior attention to detail and the ability to complete detailed work to tight timeframes
- Demonstrated ability to manage one's own work load and to work independently
- Sound computer skills using the Microsoft suite of programs to produce a range of documentation
- Proven capacity to be a productive, efficient and supportive team member.
- Demonstrated experience in managing project work
- Ability to work flexible and/or additional hours during clinical examinations (held 2 times per year for two weeks)
- Fully vaccinated against COVID-19, as the role requires attendance at clinical venue that has mandated vaccination for entry.

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## Qualifications:

- Tertiary qualifications well regarded
- Prior experience in examination administration in a tertiary education or accreditation setting an advantage
- Degree in optometry or other health profession not required but an advantage.

## How to apply:

Applicants are required to submit a resume and a detailed cover letter addressing the selection criteria, which should be emailed to [officemanager@ocanz.org](mailto:officemanager@ocanz.org)

## Closing date:

Applications close on Monday 20 February 2023