



Job Description

Job title:	Accreditation Manager
Reporting to:	Chief Executive Officer Optometry Council of Australia and New Zealand
Full-time Salary:	Up to \$61.85 per hour, depending on qualifications and experience, plus 10% superannuation and pro rata personal/recreation leave
Hours:	30 hours per fortnight
Employment:	Permanent part time
Location:	Level 10, 167 Queen Street, Melbourne Victoria; remote working from home negotiable for up to 50% of working hours

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 (OBA) 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 4 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 assessment of optometry programs of study in Australia and New Zealand against the OCANZ accreditation standards. Within the OCANZ office, the Accreditation Manager leads all the activities associated with the accreditation function.

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

Key responsibilities and duties

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

1. In consultation with the Chief Executive Officer, manage the periodic development and review of OCANZ accreditation standards and procedures. and related projects



including consultation in accordance with guidelines of the Australian Health Practitioners Regulation Agency.

2. Foster collaborative relationships with key stakeholders including the Heads of programs of optometry.
3. Act as secretary to the Accreditation Committee, preparing high quality agenda and minutes, reports, briefs, papers, and presentations for the committee, Board of Directors and/or external audiences as required. Support the consideration and compilation of the draft and final assessment report related to a particular education provider. Co-ordinate consideration of annual reports of accredited education providers.
4. Provide advice to the OCANZ Accreditation Committee on the establishment of assessment teams for the purpose of assessing the optometry program of study of particular education provider. Support assessors' induction and training and administrative procedures.
5. Support the work of assessment teams throughout the assessment of a particular education provider including providing secretariat support during onsite visits and manage post assessment processes including reporting and if required appeals.
6. Assist the Chief Executive Officer and Office Manager with the financial administration of the OCANZ accreditation function, including assisting them with budget preparation related to the function and day to day oversight of accreditation income and expenditure.
7. Manage the delivery of project outputs that contribute to OCANZ strategic priorities on time, on budget, and to a high standard, including evaluation and quality improvement processes.
8. Represent OCANZ at meetings, conferences, fora and seminars when required.
9. Contribute to the positive cohesion and innovation of the OCANZ staff team.
10. 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.
11. Undertake other duties as directed by the Chief Executive Officer.



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 the periodic assessment of optometry education programs.
- Fully vaccinated against COVID-19, as the role requires attendance at education providers that have mandated vaccination for entry.

Desirable:

Tertiary qualifications in health, education, social sciences or related field or equivalent experience.

Experience in accreditation and/or quality assurance in the higher education environment.

How to apply:

A full position description and selection criteria is available at <https://www.ocanz.org/about/employment-opportunities/>

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

Closing date:

Applications close on Monday 13 December 2021.