



14 July 2021

Dear Applicant

National Ophthalmology Database (NOD) Manager

Thank you for your interest in working for The Royal College of Ophthalmologists.

The Royal College of Ophthalmologists champions excellence in the practice of ophthalmology. We are the only professional membership body for medically qualified ophthalmologists and for those who are undergoing specialist training to become ophthalmologists with over 4,000 members worldwide.

The College acts as the voice of the profession, we set the curriculum and examinations for trainee ophthalmologists, provide training in eye surgery, maintain standards in the practice of ophthalmology, and promote research and advance science in the specialty. Ophthalmologists are at the forefront of eye health services because of their extensive training and experience in the area.

As part of the Professional Support team, you will play a significant role in helping the College to achieve its mission and vision, and will direct and manage the NOD's operational activities through effective strategies and programme development.

To apply, click the link below and submit your CV and a covering letter (explaining how you meet the person specification along with your salary expectations). A covering letter is an important part of our application process so we encourage you to submit one, as your application may not be shortlisted if you do not.

The closing date for applications is 17.00, Thursday 2nd September 2021 with interviews taking place on 16th September 2021.

If you would like to speak to someone about the role, please contact Beth Barnes, Head of Professional Support on 020 3770 5328 or email staff.vacancies@rcophth.ac.uk (office hours are 09.00-17.00).

I look forward to receiving your application.

Yours faithfully

Beth Barnes
Head of Professional Support

Working for the RCOphth

We offer a supportive working environment in friendly, modern offices in a central London location with excellent transport links. We are pleased to offer the following benefits to employees:

FLEXIBLE WORKING

All employees can submit flexible working requests and the College will work with you to find a solution that suits everyone. Due to current government restrictions, this role is temporarily home based, however if you would like to explore options for a permanent flexible working arrangement (e.g. compressed hours, permanent homeworking) then please specify this in your application.

LEAVE

Annual Leave

25 days annual leave, or the pro rata equivalent for part time staff. Annual leave increases by one day for each complete year of service up to a maximum of 30 days.

Statutory Holidays and College closure days

Public holidays, when the office is closed, are recognised as statutory holidays with pay.

In addition to these and to your annual leave entitlement, the College is closed between Christmas and New Year.

Moving day

In addition to the above, staff are allowed 1 day to move to a new house. This will not be deducted from their annual leave total.

PENSION

The College currently contributes to the occupational pension scheme administered by the Superannuation Arrangements of the University of London (SAUL); the employer contribution is 16% of gross salary and employees contribute 6%.

SEASON TICKET ADVANCE

Staff who have satisfactorily completed six months' probation may apply for an interest free loan for the purchase of an annual season ticket for travel between home and work at the College. A proportion of the sum will be deducted from their salaries monthly.

MATERNITY AND PATERNITY PAY

Enhanced maternity pay and paternity pay is available to eligible staff members.

LEARNING AND DEVELOPMENT

All staff are offered opportunities for learning and development, in addition to a comprehensive e-learning package.

STUDY LOANS

Staff who have satisfactorily completed two years of service may apply for a study grant and loan. Subject to approval of the course to be studied the College will grant up to 60% of the course fees* and will provide an interest free loan for the balance. The balance to be repaid over an agreed period.

*total course fees should not exceed £5,000

CYCLE TO WORK SCHEME

A salary sacrifice scheme to aid the purchase of a bicycle for travelling to work is available.

CHILDCARE VOUCHERS

A salary sacrifice scheme to support payment of childcare is available to eligible staff members.

EYE TESTS

The cost of eye tests (up to £30) will be reimbursed.

EMPLOYEE ASSISTANCE SCHEME

This scheme provides access to health advice, confidential counselling and occupational health advice.

FOOD AND DRINK

The College receives a weekly delivery of fresh fruit for staff to enjoy. Tea and coffee (including Nespresso machine) is provided on each staff office floor.

This is an example of the current benefits offered by the College and is not contractual.

Role Description

Job Title:	<i>National Ophthalmology Database (NOD) Manager</i>
Department	<i>Professional Support</i>
Reports to:	<i>Head of Professional Support</i>
Line reports:	<i>3</i>
Contract terms:	<i>Fixed term contract (3 years) 21 hours a week</i>
Grade:	<i>E</i>
Salary	<i>£39,939 to £43,269</i>
Location:	<i>18 Stephenson Way, London NW1 2HD</i>

About The Royal College of Ophthalmologists

The Royal College of Ophthalmologists (RCOphth) is the only professional body for medically qualified eye doctors, who specialise in the prevention, treatment and management of eye disease, including surgery to optimise care for all patients.

As an independent charity, we pride ourselves on providing impartial and clinically based evidence, putting patient care and safety at the heart of everything we do.

We are not a regulatory body, but we work collaboratively with government, health departments, charities and eye health organisations to develop recommendations and support improvements in the co-ordination and management of hospital eye care services both nationally and regionally.

The RCOphth has over 3,500 members in the UK and overseas. Our strategy and areas of work are developed by our Trustees, Council and committees, who are supported by a staff of 30 employees based in our prestigious office space in Euston, London.

The Royal College of Ophthalmologists champions excellence in the practice of ophthalmology and acts as the voice of the profession. We are the only professional membership body for medically qualified ophthalmologists and for those who are undergoing specialist training to become ophthalmologists, with over 4,000 members worldwide. Ophthalmologists are at the forefront of eye health services because of their extensive training and experience in the area.

Professional Support Department

The Professional Support Department supports the RCOphth to influence national policy to ensure that, in the process of change, the quality of care to patients is maintained or improves. Ophthalmology is the highest volume outpatient specialty and delivers 8% of all NHS surgery. The team currently consists of 7 people in addition to this new role.

National Ophthalmology Database

Since 2010, the National Ophthalmology Database (NOD) National Cataract Audit has published outcomes of cataract surgery, the most performed operation in the NHS. It is a clear example of a large-scale audit that delivers system transformation, improves the quality and safety of cataract surgery, reduces unwarranted variation and makes savings for the NHS by reducing risks and supporting continued professional learning. The NOD is internationally renowned as an exemplar of high-quality audit that results in positive outcomes for patients and the profession.

NOD is expanding to include wet age-related macular degeneration (AMD) treatment. AMD is estimated to affect 600,000 in the UK with an estimated 39,800 patients developing wet AMD each year rising by an alarming 60% by 2035. Funding is secured for three years.

Main Purpose and Deliverables

As the NOD General Manager, you will direct and manage the NOD's operational activities through effective strategies and programme development. Working with the NOD leadership team (Steering Group Chair, Head of Professional Support, Audit Clinical Leads), you will play a significant role in assisting the RCOphth in maintaining relationships with clients, generating new business, improving service, and increasing productivity. In this challenging role you will be developing a high-profile initiative so you will need to be self-motivated and results-driven, and actively seek out change to meet business objectives.

Main Areas of Work and Responsibility

- Support the NOD's leadership team with sustaining and identifying funding opportunities and submitting proposals to potential new funders.
- Strategic planning for the NOD programme in collaboration with the Head of Professional Support and NOD Steering Group to ensure achievement of organisational strategy and objectives within agreed timelines and budget.
- Responsible for delivery and evaluation of the National Ophthalmology Database programme, ensuring the different programmes (Cataracts and AMD) complement each other.
- Responsible for ensuring effective communication with key stakeholders, including working with the policy & communications team.
- Work with the quality improvement manager to maximise quality and safety opportunities.
- Negotiate, manage and monitor contracts of work with external contractors that provide support services key to the success of the project eg NOD suppliers.
- Present operational and strategic plans including project opportunities and risks/issues to the Steering Group review meetings as required.
- Recruitment, line management and development of the NOD project managers and NOD administrator.
- Improve administrative processes
- Monitoring financial activities and operational costs.

You will be expected to work independently in accordance with established policies, procedures and precedents.

Other

- Participate in activities and processes aimed at developing the performance, skills and knowledge of all department members as aligned to the achievement of the strategic aims of the College.
- Travel to meetings and events in and around London, the UK and occasionally overseas with some overnight stays as well as occasional working outside of normal office hours.
- Any other duties as required that will be both reasonable and within your capabilities.
- Ensure that at all times you take care of your health and safety and that of others, by complying with health and safety obligations.

Key Working Relationships

Internal

- Head of Professional Support
- NOD Steering Group Chair
- NOD Steering Group (governance group) – Board and Advisory Group members and the organisations they represent.
- NOD Project teams – clinical leads, project managers and administrative assistant.
- RCOphth colleagues in policy and communications, HR, IT, and finance.

External

- NOD subcontractors: data providers, data processors and analysis providers,
- Specialist societies and patient groups eg UK and Ireland Society of Cataract and Refractive Surgeons, Royal National Institute for Blind People, Macular Society
- National bodies such as NHS England/Wales/Scotland/Northern Ireland, the Care Quality Commission, Health Quality Improvement Partnership
- Commercial organisations – funders or potential funders for the NOD

Scope and Accountability

Financial:	<ul style="list-style-type: none">• Manage expenditure within agreed budgets (c. £700k p/a)• Sign off and maintaining invoices for project expenditure or delegate as appropriate to relevant project managers
People management:	<ul style="list-style-type: none">• NOD project Managers (2) NOD Administrator (1)
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Compliance with organisation's employment policies along with employment legislation• Compliance with health and safety procedures, including prompt reporting of any defects, risks or potential hazards• Compliance with the organisation's data protection and privacy policies• Compliance with organisational brand guidelines

Person Specification

	Criteria	Essential (E) Desirable (D)
Knowledge, Qualifications and Experience	<ul style="list-style-type: none"> Degree in business management or a masters in business administration or other relevant qualification 	E
	<ul style="list-style-type: none"> Good knowledge of business functions including experience of organising negotiations and managing contracts with external contractors 	E
	<ul style="list-style-type: none"> Experience of working with and influencing a wide range of senior stakeholders e.g. clinical decision makers and clinical service providers 	E
	<ul style="list-style-type: none"> Experience of working in an education and/or medical environment 	D
	<ul style="list-style-type: none"> Knowledge of the process of clinical audit and understand its role in the NHS 	D
	<ul style="list-style-type: none"> Knowledge and experience of Microsoft applications, including Word, Excel, Outlook, PowerPoint and Project 	E
Skills and Abilities	<ul style="list-style-type: none"> Line management experience 	E
	<ul style="list-style-type: none"> Is an enthusiastic self-starter, proactive and adept at identifying and following-up opportunities 	
	<ul style="list-style-type: none"> Ability to work methodically, efficiently and effectively with a high level of literacy and numeracy skills. Meticulous attention to detail. 	E
	<ul style="list-style-type: none"> Ability to produce and deliver business reports and presentations 	E
	<ul style="list-style-type: none"> Ability to communicate effectively and professionally with staff and stakeholders. 	E
	<ul style="list-style-type: none"> Ability to identify risks, anticipate issues and create solutions 	E
	<ul style="list-style-type: none"> Ability to work well in a team, including working collaboratively with representatives from other organisations 	E
	<ul style="list-style-type: none"> Excellent planning, organisational, administrative and interpersonal skills 	E
	<ul style="list-style-type: none"> Ability to work on own initiative and respond effectively to new situations, researching and identifying growth opportunities 	E
	<ul style="list-style-type: none"> Ability to manage conflicting demands and work to tight deadlines 	E
Personal Qualities (Attributes)	<ul style="list-style-type: none"> Ability to create and manage budgets 	E
	<ul style="list-style-type: none"> Commitment to providing a professional service within a membership organisation 	E
	<ul style="list-style-type: none"> Strong work ethic and proactive nature 	E
	<ul style="list-style-type: none"> Demonstrates a positive 'can do' attitude 	
	<ul style="list-style-type: none"> Commitment to equality and diversity and understanding of how this applies to own area of work 	E
	<ul style="list-style-type: none"> Committed to own continuing professional development 	E

Other requirements	<ul style="list-style-type: none">• Travel to meetings and events in and around London and the UK with some overnight stays as well as occasional working outside of normal office hours	E
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