

Job Description

Institute Director

**Grade: Professorial G10 /
Consultant Academic
Payscale**

**Department: Institute of
Ophthalmology**

**Location: 11-43 Bath Street,
London, EC1V 9EL and 4 St
Pancras Way, London, NW1
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Reports to

Dean, Faculty of Brain Sciences

Context

UCL Institute of Ophthalmology conducts cutting-edge research, attracting principal investigators, post-doctoral fellows and MD/PhD students of the highest international calibre to a stimulating research environment. The Institute is committed to a multi-disciplinary research portfolio that furthers an understanding of the eye and visual system linked with clinical investigations targeted to specific problems in the prevention and treatment of eye disease.

In recognition of the Institute's international standing, the most recent Research Excellence Framework confirmed the outstanding quality of research carried out at the Institute. The combination of the Institute's research with the expertise and resources of Moorfields Eye Hospital, which has the largest ophthalmic patient population in the Western World, facilitates advances at the forefront of vision research and provides an unparalleled setting for research, education and training in ophthalmology.

UCL is consistently ranked as one of the top ten universities in the world (QS World University Rankings 2010-2025) and is No.2 in the UK for research power (Research Excellence Framework 2021). There are four Research Priority Pillars at IoO:

- Visual Neuroscience
- Disease Mechanisms
- Ocular Development and Ageing
- Genomic and Translational Medicine

Crosscutting the Research Priority Pillars are four Expertise Domains:

- Data and AI
- Disease Models and Therapeutics

- Imaging and Functional Assessment
- Molecules, Cells and Multi-omics

The Institute Strategy 2025-2030 can be found at:

<https://www.ucl.ac.uk/brain-sciences/ioo/about-us/our-vision-and-mission>

The researcher of tomorrow is critical to our goal of improving sight. We are involved in graduate training of research students (MD, MPhil, PhD), and the Institute of Ophthalmology delivers six highly regarded taught postgraduate programmes.

The Institute employs around 250 staff, has a budget of £25m and is located next to the City of London's main financial district near Old Street Underground station, Shoreditch High Street and a short distance from Liverpool Street Rail station.

The Institute leadership is comprised of the Institute Director and deputy directors responsible for enabling research, education and enterprise.

<https://www.ucl.ac.uk/brain-sciences/ioo>

Main purpose of the job

The Director will lead the Institute through developing its research and teaching excellence, promoting enterprise and knowledge transfer, Equality, Diversity and Inclusion, providing academic supervision and mentorship for staff and contributing to other aspects of academic leadership as required.

The Director will be an academic (clinical or nonclinical) with a major international reputation in a relevant area of translational vision research and a commitment to excellence in research and education. Academic colleagues in the Institute include some of the most internationally recognised UK scientists across the entire range of vision research.

As a UCL Professor, the post holder will be expected to conduct original research and maintain funding for a world-class research programme and to teach taught students as well as supervise and mentor postdoctoral researchers.

The Institute Director will be required to have an understanding of the clinical landscape and NHS governance requirements.

In accordance with UCL Regulation for Management 11.4, the Director is responsible to the Dean of Faculty (in line with UCL Academic Manual 2025–26) of UCL, via the Dean of the Faculty, the Vice-Provost (Health) and ultimately the Provost, for the organisation and general conduct of their Institute and is expected to participate in teaching, examining and administrative work and to pursue research.

Directors of Institutes will be appointed by Dean of Faculty (in line with UCL Academic Manual 2025–26), on the recommendation of the Provost, according to the procedure set out in Regulation for Management 11.3.

https://www.ucl.ac.uk/governancecompliance/sites/governance_compliance/files/regulations-for-management.pdf

Chapter 12 in the Academic Manual outlines the Duties and Responsibilities of key posts within UCL which include this role.

<https://www.ucl.ac.uk/academic-manual/>

This interim role is open to existing members of Professorial staff at the Institute of Ophthalmology.

Duties and responsibilities

The Director will be expected to meet the relevant education, research, enterprise & engagement and institutional citizenship criteria specified in the [UCL Academic Careers Framework](#) commensurate with their grade and meet the appropriate criteria in line with their professorial band. The Institute Director will be required to have an understanding of the clinical landscape and NHS governance requirements for Clinical Academic and Research staff.

Key Working Relationships

Staff and students within IoO, Head of Operations, Faculty Dean, Faculty Director of Operations, Moorfields Eye Hospital Chief Executive, NIHR Moorfields-IoO BRC, School Finance, Vice-Deans of Faculty, OVPA, peers across the Departments of the Faculty and UCL, external funding agencies and industrial and institutional partners

Enabling and management

- Strategic leadership of the Institute of Ophthalmology
- Line management of Deputy Directors.
- Line manage and work in close partnership with the Head of Operations to achieve optimum professional services and technical support in line with Faculty and UCL strategic aims.
- Effectively manage direct reports in line with UCL policies
- Work effectively and proactively with the Faculty leadership team including the Vice-Deans, Faculty Tutors and Director of Operations.
- Work in close partnership with the Chief Executive and Executive Team of Moorfields Eye Hospital
- Attend regularly and contribute positively to all Faculty leadership meetings including the Faculty Executive, Faculty leadership meeting and bi-monthly Directors' meeting with the Dean.
- Participate in the strategic management of the faculty as a member of the Faculty Leadership Team.
- Be responsible for the effective management and performance of staff within the Institute, in accordance with UCL standards.
- Convene and chair regular (monthly) Institute leadership/management meetings and other relevant meetings as appropriate.
- Contribute to FBS, Life & Medical Sciences Faculties and UCL working groups or committees as requested.
- Ensure completion of appraisals for all staff within the Institute undertake the annual appraisals of direct reports in accordance with UCL's performance management framework.
- For academic staff, review and report annually on probationers' progress and performance.

- Pro-actively identify academic talent, both internally and externally, in pursuit of the academic vision of both the Institute and Faculty and ensure the retention of high performing staff.
- Advise the Dean of Faculty on Senior Academic Promotions.
- Participate in appointments to all academic positions within the Institute.
- Participate in the strategic management of UCL as a member of the Provost's Leadership Forum, attending termly meetings.
- Ensure that the committee structure and governance of the Institute is aligned with that of the Faculty and UCL.
- Work with academic and non-academic managers to ensure that all staff are well managed and motivated and have opportunities for development.
- Actively encourage all new Professorial staff (both new recruits and newly promoted staff) to give their inaugural lecture at UCL and, with the Head of Operations liaise with the Dean's office to promote and celebrate these across the Faculty.
- Ensure that staff and students are appropriately advised to ensure compliance with UCL policies and procedures affecting them.
- Maintain a good partnership with colleagues in Moorfields Eye Hospital
- Maintain own continuing professional development and leadership skills.
- Actively follow UCL policies including the financial regulations, GDPR and Equality, Diversity & Inclusion.

Strategic Development and Planning

- Advise and lead on academic matters (strategic developments, research initiatives and research funding bids, Research Excellence Framework (REF) submissions etc.
- Lead on the annual budget and resource allocation (in line with Faculty oversight)/planning cycle and prepare budget and resource allocation (in line with Faculty oversight) submissions to deadline and to target, in consultation with the Head of Operations and other senior colleagues and key Faculty and School staff.
- Deliver strategic planning and financial monitoring to ensure that annual financial performance targets are met, as required by the Dean and UCL.
- Proactively develop strategic alliances with other relevant organisations.
- Develop and maintain effective working relationships with key senior internal and external partners.
- In consultation with the Dean and working effectively with colleagues in the Institute and Faculty and in accordance with the Faculty's Estates Plan, lead on the development of business cases, for example the acquisition of new space, in conjunction with the Director of Operations and UCL Business Partners.
- Manage the Institute's estate footprint in conjunction with the Head of Operations.
- Lead on major capital and / or philanthropic projects, including the move to the Moorfields and UCL Centre for Eye Health
- Work in partnership with the Dean and other senior colleagues with the highest level of knowledge and understanding of the department's business.

Education, Research and Enterprise

- Ensure that the Institute continues to deliver a suite of academically excellent, viable and competitive degree programmes at all levels

- Ensure an appropriate learning environment is provided to fully optimise the student experience.
- Ensure appropriate levels of support in accordance with UCL and Faculty policies for the academic progression and welfare of students registered within the IoO.
- Champion research, fostering cross disciplinary research across the Institute, Faculty and UCL.
- Work closely with BRC Directorship and team.
- In liaison with the Vice-Dean (Research), ensure that the academic vision is in line with the Faculty's research strategy and take the lead for research governance and associated procedure.
- In liaison with the Vice-Dean (Enterprise), ensure provision of and support of CPD and Enterprise activities

Health and Safety

- The postholder will be responsible to the Dean for ensuring that activity undertaken on UCL premises or elsewhere, complies with the relevant institution's Health & Safety, Risk Management and Sustainability (as set out in UCL Safety Services policies) legislation and policy including compliance and other Estates related policies.
- Ensure, as appropriate, the Division is using UCL's riskNET IT system to manage safety within the Division and report any incidents accordingly.
- Demonstrate commitment to UCL's published Health and Safety and Environmental Sustainability Policies by making, recording and ensuring the implementation of arrangements to meet the policies and UCL requirements.
- Ensure that arrangements will be implemented to meet UCL requirements for Safety and Environmental Sustainability.
- Maintain an awareness and observation of Fire and Health and Safety Regulations.

Communication

- With the Head of Operations and Deputy Directors ensure appropriate channels of communication within the Institute are in place and maintained and engage proactively with the wider Faculty level piece, promoting a common sense of purpose and collegiality.
- Liaise effectively with the Faculty Head of Marketing and Communications to ensure opportunities are maximised and avoid duplication of effort.

General

- Act as an ambassador for the Institute and Faculty, both within the institution and with funders and other external stakeholders, seeking opportunities to enhance the business of the Institute and Faculty.
- In conjunction with the Head of Operations, be responsible for the maintenance of the business continuity of the Institute and for working, through the Dean and Director of Operations, with UCL's major incident team in the event of a major incident or emergency at UCL. This will require being contactable, if necessary, outside working hours.
- Any other duties appropriate to the grade and scope of the role as required by the Dean, Vice Provost (Health) and/or other Faculty/School leadership colleagues.
- Use of UCL systems (MyHR, MyFinance, Worktribe).

- The Director, like all academic staff, is expected to demonstrate their ongoing commitment to academic excellence; that is to conduct research, publication, teaching, enabling and other forms of knowledge transfer, at the highest levels of international achievement.
- The post holder will adhere to and actively follow all UCL policies including the Financial Regulations, Equality, Diversity and Inclusion and GDPR and ensure those are embedded and followed within the Division.
- Demonstrate zero tolerance towards bullying, harassment and discriminatory behaviour.
- Meet UCL's expectations of leadership and management competencies outlined in the UCL Core Behaviours Framework: <https://www.ucl.ac.uk/humanresources/policies-advice/core-behavioursframework>
- Follow and actively promote the UCL [Ways of Working](#).
- Takes responsibility to carry out duties in a way that embodies UCL's environmental and social sustainability values, actively supporting [UCL's Sustainability Strategy, policies and objectives](#) within the remit of their role.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description may be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

Note to job applicant: copy and paste the following criteria into your “Statement in support of your application” and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.

Essential Criteria	Assessment method (Application form/ Interview / Practical Test)
Qualifications, experience and knowledge	
Relevant academic leadership experience at a world leading university.	Application
For appointment to CCA pay scale: Post-CCT consultant with full and specialist GMC registration with a current license to practice and clinical experience in a related specialism	Application
Experience of working successfully with internal stakeholders and external partners to deliver academic programmes	Application / Interview
An international research profile at professorial level with substantial seminal contributions to knowledge or other outcomes appropriate to the discipline.	Application / Interview
Track record of securing major research funding over a sustained period.	Application / Interview
Evidence of contributions to peer review bodies/committees, professional organisations, learned societies, government committees or Research Councils etc.	Application / Interview
Professorial staff with significant experience of programmes at PhD level and an appropriate number of research students successfully supervised.	Application / Interview
Evidence of excellence in teaching at graduate and post-graduate levels.	Application / Interview
Experience of working in the NHS sector and/ or relevant knowledge of NHS governance and regulatory requirements for Clinical Academic and Research staff.	Application / Interview
Skills and abilities	
Evidence of excellent leadership and a proven ability to lead, develop and motivate colleagues.	Application / Interview
Evidence of successful collaboration with other research teams/institutions and significant and sustained success in obtaining research grants.	Application / Interview
Evidence of the impact of knowledge transfer/exchange on practice or on quality of life through ongoing engagement with communities.	Application / Interview
Evidence of excellent leadership and a proven ability to lead, develop and motivate colleagues.	Application / Interview
Evidence of leadership in the development of the teaching curriculum and the student experience.	Application / Interview
Evidence of a significant and positive contribution to the leadership, management or administration of an academic Department or Faculty in a collegiate manner.	Application / Interview
Outstanding communication skills, including the ability to present to and engage with a wide and varied audience, and strong written communication skills.	Application / Interview
Ability to network and build effective relationships across the Faculty as a whole and more widely across the Life and Medical Sciences (LMS) Faculties and with other Faculties and Schools across UCL.	Application / Interview

Ability to handle challenging situations on a regular basis, and work with staff and students towards a positive solution.	Application / Interview
Ability to balance and prioritise multiple leadership and management roles, ensuring institutional priorities and key duties and responsibilities are effectively discharged in a timely manner.	Application / Interview
UCL Ways of Working	
Having a clear commitment to leadership and people, setting a positive and emotionally intelligent example that motivates others to follow	Application / Interview
Empowering others through a culture of trust	Application / Interview
Presenting a powerful, strategic vision that aligns with long term aims of UCL	Application / Interview
Demonstrable contribution to advancing equality, diversity and inclusion	Application / Interview
Desirable Criteria	Assessment method (Application form/ Interview / Practical Test)