



NOTES

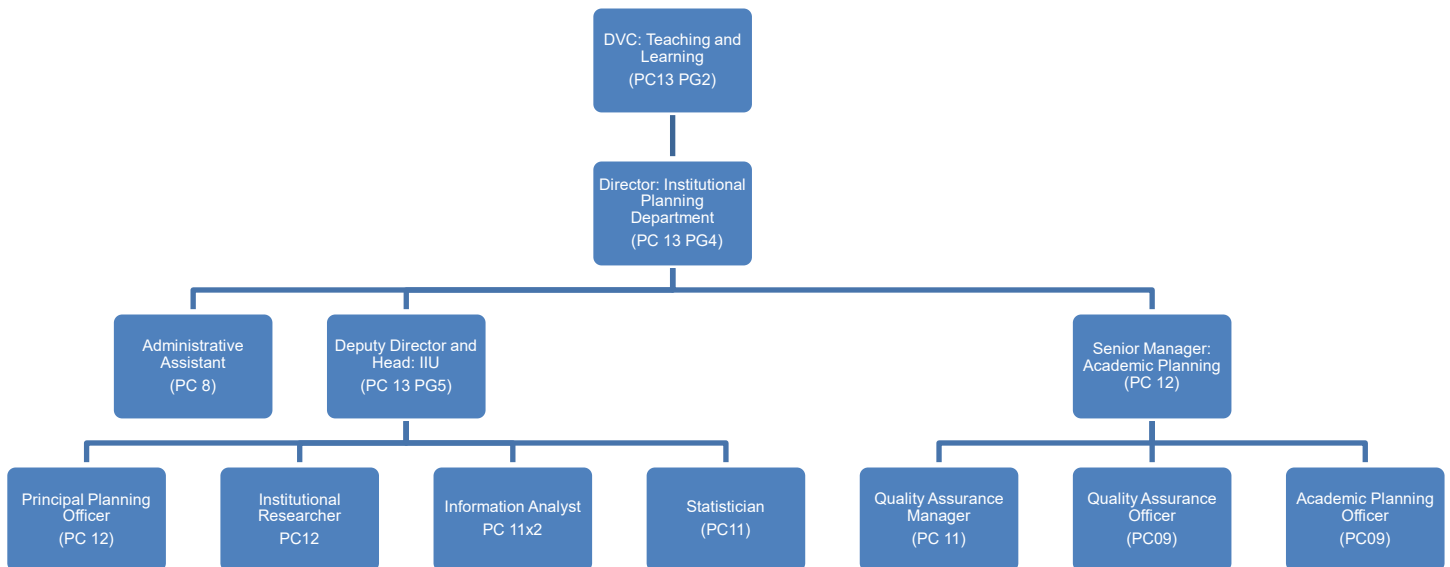
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	DEPUTY DIRECTOR & HEAD: INSTITUTIONAL INFORMATION UNIT		
Job title (HR Business Partner to provide)	Institutional Support Director		
Position grade (if known)	13PG5	Date last graded (if known)	
Academic faculty / PASS department	Institutional Planning Department		
Academic department / PASS unit	PASS		
Division / section	Institution Information Unit		
Date of compilation	30 October 2021		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

To contribute to the conceptualization, implementation, operationalization and monitoring of the university strategic planning and budgeting processes.

To contribute to the conceptualization, implementation, operationalization and monitoring of the university's data analytics projects.

Accountable for the university's management information resources in relation to university strategic objectives, especially those relating to teaching and learning.

Accountable for the university's cyclical national enrolment planning and annual university enrolment plan.

Accountable for data provision for the academic review process.

Accountable for all institutional reports to the DHET (Annual Report, Mid-Year Performance Report, Annual Performance Plan).

To identify and contribute to the university's institutional research projects, especially those relating to teaching and learning.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategy Development, Policy & Execution	20%	<p>Support the Planning and Budgeting Process</p> <p>Support the development of the Strategic Plan</p> <p>Prepare and consolidate Annual Plans and Reports to DHET</p> <p>Conceptualise and co-author the DHET Enrolment Planning Submission to Council</p>	<p>Aligned faculty enrolment plans and budgets.</p> <p>Implementable strategic plan</p> <p>All documents for DHET submission</p> <p>Enrolment Plan and over-offer targets</p>
2	Operations Management – Management Information	30%	<p>Improve efficiency and effectiveness of IIU</p> <p>Implement Strategic Intelligence</p> <p>Develop a framework for institutional data analytics</p> <p>Develop an institutional strategy for institutional data analytics</p> <p>Assist in preparing the Teaching and Learning Report</p> <p>Oversee the provision of data for academic reviews</p> <p>Accountable for production of the Departmental Indicators report</p> <p>Accountable for production/compilation of reports/analysis requested by the executive/governance structures e.g., Faculty profiles, analysis of predictive validity of NBTs</p> <p>Accountable for maintaining, updating and analysing data (including cohort data), underpinning decision support models and feeding these into the planning and budgeting process.</p> <p>Responsible for preparation of data for statutory requirements including UCT Foundation Report template to DHET.</p> <p>Coordinate IIU response to ad hoc data requests and provide data, analysis and benchmarking information as required</p>	<p>Quant section of T&L Report</p> <p>Cohort analyses</p> <p>IIU functioning efficiently</p> <p>Ad hoc requests fulfilled</p> <p>Complete Foundation Grant template</p> <p>DI report</p> <p>Data provided as necessary, sections written as required</p> <p>Analysis provided and data quality assured</p> <p>Faculty profiles completed</p>
3	Monitoring, Evaluation & Reporting	15%	<p>Accountable for conceptualising, implementing and maintaining the cycle of UCT institutional research e.g., oversee Applicant Uptake-survey, student experience survey</p>	<p>Surveys administered; results interpreted</p> <p>Review completed</p>

			<p>and new UG/ SASSE Survey</p> <p>Carry out Annual Admissions Review</p> <p>Carry out additional institutional research projects including collaborative research, monitoring student success and exploring student satisfaction</p> <p>Aligning reporting sensitive to transformation, e.g., Analysis of cohort persistence of students from similar schooling and SES backgrounds by race</p> <p>Support work of institutional projects such as the Financial Sustainability Task Team</p> <p>Participate in Siyaphumelela project and compile annual data template in respect thereof</p>	<p>Projects completed</p> <p>Data and support provided</p>
4	Enrolment Planning & Student Equity Planning	10%	<p>Oversee production of annual Enrolment Planning Report to Senate and Council</p> <p>Responsible for faculty over-offer target setting exercise</p>	Enrolment plan and over-offer targets completed
5	Planning Committees	5%	<p>Attend Admissions Committee (AC), AC Executive Committee, Senate Academic Planning and Development Committee, Senate Teaching & Learning Committee, Undergraduate Student Funding Committee. Faculty Academic Administration Committee when appropriate.</p> <p>New committees as required.</p>	Meetings attended analytical support provided where necessary
6	Quality Assurance and Improvement	5%	<p>Support improvement in data quality of institutional data</p> <p>Promote BO training and use</p> <p>Promote upskilling into data analytics among IIU staff</p>	
7	Resource Management: People	10%	<p>Line-manage the staff of the IIU</p> <p>Manage deliverables ensuring timely delivery of work</p> <p>Participation in recruitment processes for new staff as required</p>	<p>IIU functioning effectively and upskilling ongoing</p> <p>Vacant posts filled</p>
6.	<p>Stakeholder Relations</p> <p>External includes DHET; CHE, CHEC</p>	5%	<p>Establish, develop and maintain sound relationships with</p>	

	Internal includes DVCs, Deans, HODs, Faculty Managers	major stakeholders (internal/external). Provide information and templates for reporting purposes to stakeholders. Liaise with stakeholders regarding submission requirements and submission dates. Prepare institutional responses to internal an/or external queries	
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF 9 - Master's level qualification, ideally in a higher education context and with a quantitative bias			
Minimum experience (type and years)	At least 10 years			
Skills	<p>The ability to interpret legislation, regulations, policies and guidelines.</p> <p>Strong analytical skills and high-level statistical expertise.</p> <p>Spreadsheet and decision support modelling</p> <p>Ability to extract and report on data to inform institutional decision-making.</p> <p>Excellent oral, written and presentational skills</p> <p>Sound Strategic planning experience for strategy development, including the ability to use and interpret data to inform planning</p> <p>The ability to interact successfully with individuals from a wide range of professional and non-professional backgrounds, including internal (UCT) and external clients.</p> <p>Project management skills.</p> <p>Management skills.</p> <p>A sound service ethos.</p>			
Knowledge	<p>Sound knowledge of the higher education environment, locally and internationally.</p> <p>Detailed knowledge of academic structures and processes at UCT.</p> <p>Sound knowledge of Research Methodologies and Statistical Methods</p>			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Awareness of confidentiality of data and records, protection of such confidentiality.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/Problem solving	4	Building Interpersonal Relationships and Partnerships/Teamwork and Collaboration	4
	Adaptability/Flexibility and Conceptual Thinking	4	Communication (written and oral)	4
	Decision Making/Judgement and Initiating Action/Initiative	3	Information management/Research support skills	4
	People and Resource management	4	University and Sector Awareness	3
	Quality commitment/ work standards	4	Honesty and integrity	4
	Results focus and Follow up	4	Professional knowledge and skills	4

SCOPE OF RESPONSIBILITY

Functions responsible for	<p>Enrolment Planning Deliverables (including Enrolment Plan, Admissions Review, Over-offer target setting)</p> <p>DHET Annual Performance Plan and Mid-year and Annual Report submissions</p> <p>Quantitative section of Teaching and Learning Report</p> <p>Departmental Indicators</p> <p>Data for QA reviews</p> <p>Institutional research agenda</p> <p>Delivery of all ad hoc work</p> <p>Data support for DASS, UCDG, Siyaphumelela</p> <p>Management of IPD for the current cycle</p>
Amount and kind of supervision received	Minimal and direct direction

Amount and kind of supervision exercised	General supervision and management of IIU
Decisions which can be made	IPD budget, enrolment plans and over-offer targets
Decisions which must be referred	UCT-wide budget decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	OVC, Deans, Deputy deans, RAAG, Registrar, Deputy Registrar, Faculty Administration, Student Records, Research Office, Secretariat, CHED, ICTS, CMD, Finance, DSA, various projects teams such as DASS and Siyaphumelela and Financial Aid Sustainability teams
External to UCT	DHET, CHE on occasion, External Auditors, SAAIR