

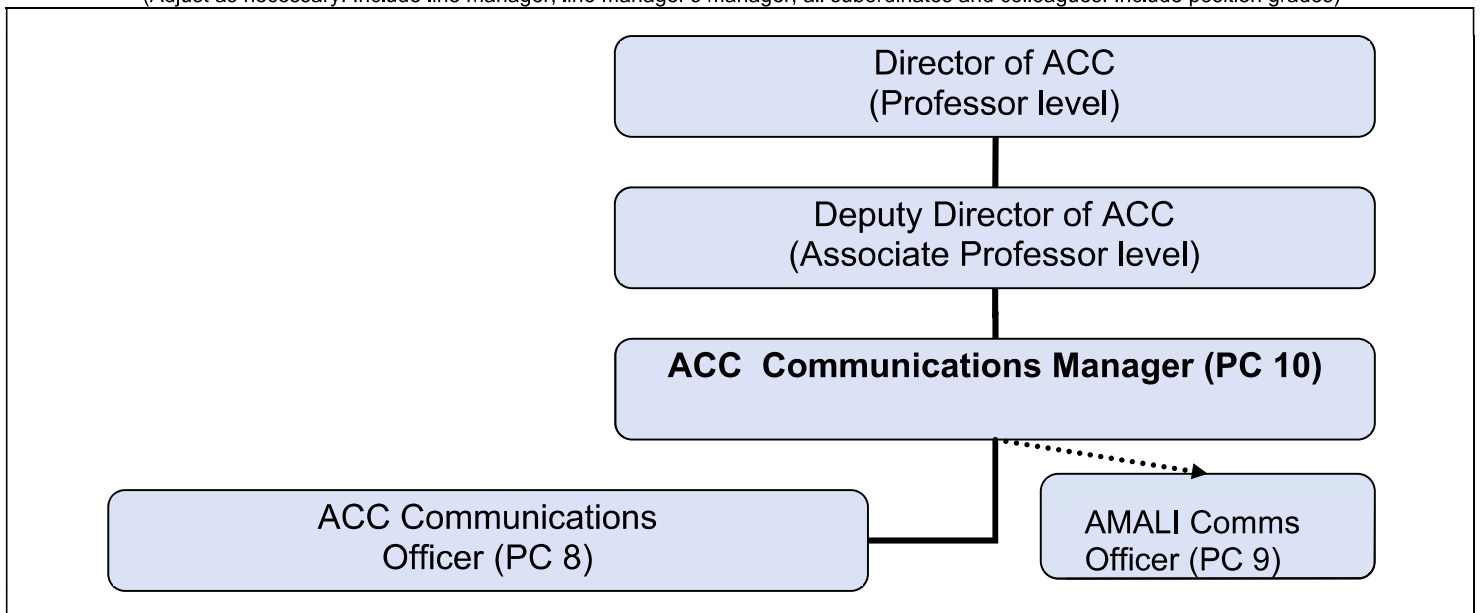
NOTES

- 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	Communications Manager		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 10	Date last graded (if known)	
Academic faculty / PASS department	Engineering and the Built Environment		
Academic department / PASS unit	School of Architecture, Planning and Geomatics		
Division / section	African Centre for Cities		
Date of compilation	2023		

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



PURPOSE

The main purpose of the Strategic Communications Manager is to deliver strategic communications outcomes for the African Centre for Cities. The Strategic Communications Manager will act as brand custodian ensure the integrity and quality of all communications outputs under the ACC banner. The Strategic Communications Manager, will also be responsible for building and maintaining strong relationships with project PIs, funding partners and peers in research/partner institutions to ensure maximum alignment and impact for outputs, as well as actively source and investigate new opportunities for funding and partnership.

The ACC seeks an experienced Communications Manager, with excellent organisational skills and an interest in our research areas, to join our vibrant international team. The main purpose of this position is to develop, monitor, and execute a comprehensive communications strategy to increase the visibility of the GPI's research, both nationally and internationally, as well as managing internal communications.

The incumbent will ensure that the ACC has an effective online presence, develop compelling communications content including writing, editing and proofreading content for communications platforms, and maintaining relationships with key stakeholders, including funders and project leads.

The ideal candidate would have experience working on a multi-national research initiative, a relevant press/media network, experience working in a remote team, with excellent interpersonal skills and an ability to manage multiple workflows.

2	Partnership management, project management, stakeholder and media engagement	40	<ul style="list-style-type: none"> • Build and maintain strong relationships with project PIs, funding partners and peers in research/partner institutions to ensure maximum alignment and impact for outputs • Actively survey funding and partnership landscape for opportunities • Research and engage media to increase visibility for ACC as an institution as well as for projects • Support the Director in bursary fundraising for MSU • Support the Director and ACC researchers with the preparation for media opportunities by developing talking points and providing logistical support. 	<ul style="list-style-type: none"> • Productive relationships with project PIs to ensure delivery of project deliverables • Productive relationships with communications counterparts in partner institutions • Appropriate funding opportunities to pursue • Impactful media engagement • Projects are managed efficiently and delivered on time and within guidelines. • ACC is benchmarked against what is produced by other universities and similar research institutions.
3	Commissioning, resourcing and budget management	15	<ul style="list-style-type: none"> • Develop briefs for third-party service providers, and manage commissioning and service provider relationships • Source quotes, gain approval and manage invoicing for communications activities and products • Manage team resourcing to delivery on communications activities and products • Manage communications budget 	<ul style="list-style-type: none"> • Well managed freelance and supplier relationships • Well-managed budget • Effective resource planning for delivery
4	General ACC	5	<ul style="list-style-type: none"> • Attend strategic planning meeting, ACC staff meetings and other relevant events • Provide regular progress reports on communications outputs and activities • Ad hoc involvement in ACC activities as identified by the Director or Deputy Director of the ACC 	<ul style="list-style-type: none"> • Progress reports distributed on time, to standard • Attendance and participation at meetings

MINIMUM REQUIREMENTS

Minimum qualifications	A suitable degree or diploma (NQF7 level)			
Minimum experience (type and years)	A minimum of five years relevant work experience in strategic and research communications and stakeholder management. Experience in managing content and output production process as well as a team.			
Skills	<ul style="list-style-type: none"> • Develop and implement communications strategies in line with the overall ACC strategic objectives – taking into consideration existing brand, corporate and other communication strategies and plans. • Develop and implement communications strategies in line with project and funding objectives – taking into consideration existing brand, corporate and other communication strategies and plans. • Establish and maintain relationships – both formal and informal – with key public and private stakeholders and the media, at all levels • Manage and oversee ACC events • Provide leadership and guidance across ACC on event management, communications and marketing. • Ensure consistent brand identity across multiple web platforms and media. • Manage and oversee the full media portfolio, including media releases, enquiries, briefings and partnerships. • Manage the budget for communication • Manage internal and external teams • Strong organizational skills and the ability to deliver under a heavy workload with competing priorities. 			
Knowledge	<p>Good knowledge of urban issues in Africa as well as research communications. Other types of knowledge that would be advantageous are:</p> <ul style="list-style-type: none"> • Experience working with government, nonprofit, and philanthropic stakeholders • Understanding of and ability to translate research in to relevant outputs for a variety of audiences • Experience with Microsoft Office, G Suite, and Adobe Creative Suite, Canva • Demonstrated effectiveness in coordinating content and output production process • Knowledge of fundraising and proposal development is an advantage 			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem solving	3	Professional knowledge and skill	3
	Conceptual thinking	3	Results focus	3
	Information management	3	Facilitating change	3
	Planning and organizing / work management	3	Teamwork/ collaboration	3

SCOPE OF RESPONSIBILITY



Functions responsible for	Communications, networking and website management, management and strategic decision support, marketing and branding
Amount and kind of supervision received	Line Manager is the Director of the ACC

Amount and kind of supervision exercised	Line manager of all staff of the Communications team
Decisions which can be made	Decisions pertaining to the communications department
Decisions which must be referred	Decisions needing strategic approval; and management approval

CONTACTS AND RELATIONSHIPS

Internal to UCT	ACC academic and support staff
External to UCT	Media, stakeholders

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder	vacant			
Direct Line Manager/Supervisor	A Tucker	pp 		
Area Line Manager				
HOD	Nancy Odendaal		x 2365	8 June 2023
Dean / ED				
HR Business Partner				