

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
-------	-----------------------------	---

NOTES

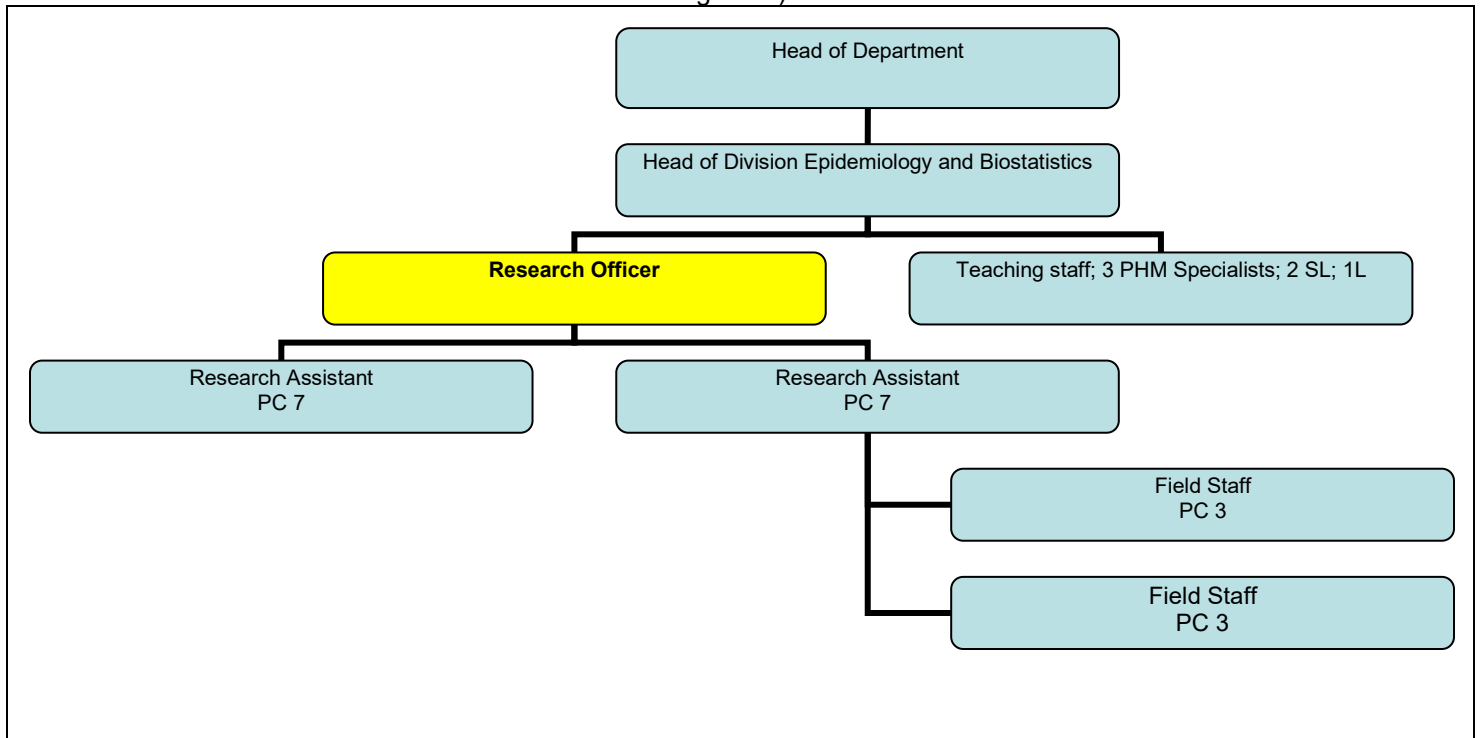
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer		
Job title (HR Business Partner to provide)	Research Officer (Lecturer)		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Public Health		
Division / section	Division of Epidemiology & Biostatistics		
Date of compilation	15/09/2023		

ORGANOGRAM

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



PURPOSE

The purpose of this position is to manage and coordinate the AXA Chair Program. This AXA-funded program is exploring the intersection between non-communicable and infectious diseases in African-origin populations.

The main responsibilities of the position are:

- Research project coordination, which includes: (i) supporting AXA admin staff to facilitate the research process; (ii) coordination of project meetings; (iii) supporting different working groups in the project; (iv) delivering on financial and technical reporting requirements of the project; (v) research ethics approval and coordinating data management; (vi) other project management needs as they arise.
- Providing research support, including for: (i) scoping and/or systematic reviews; (ii) working with team members to write research papers; (iii) procurement of research equipment and materials, (iv) new grant submissions.
- Coordinating capacity building activities within the AXA Chair project, including: (i) design and delivery of learning opportunities, international exchanges and/or field visits; (ii) sourcing appropriate training for research staff within AXA Chair program; (iii) working with other funded projects within the PI's portfolio
- Coordinating actionable knowledge communication, including: (i) working with team members to write and edit manuscripts, (ii) planning and facilitating workshops with engaged audiences, including research communities, (iii) providing scientific support to local, national, and international health; and (iv) working with communications staff in the design and delivery of communication products and events.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Preparation of Research Documents/Tools	50%	<ul style="list-style-type: none"> • Assist with research project coordination, including supporting AXA Administration and AXA Research team to facilitate the research process. • Compiling all relevant participants lists for the retention officer. • Record action items during study meetings and distribute to members. • Assist the research team in the filing and archiving of research documentation and reports. • Assist with research ethics approval and coordinate data management. • Assist with design of standard operating procedures for data collection systems, validate collected data. • Liaise with data manager to ensure data is sent to the main database at the end of each day. • Co-ordinate the effective gathering and confirm integrity of clinical and demographic data 	<ul style="list-style-type: none"> • Study reports timeously submitted • Satisfactory participant retention • Projects are adequately resourced and study resources effectively managed • Meetings conducted and minutes distributed • Necessary clinical and demographic data successfully collected and available • Data completeness in RedCap study database • Documentation including templates and study logs correctly and accurately completed as per the protocol and completion guidelines

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
2	Leadership, Management and Administration	10%	<ul style="list-style-type: none"> • Manage the AXA Research team, including supervising day-to-day research activities, and ensuring completion of weekly hours for team members • Assist with procurement, distribution, proper utilization and control of clinical research equipment and materials in use by the study for administrative and operational purposes. • Assist with authoring accurate weekly and monthly reports for study PIs. • Assist with petty cash reimbursements applications and collections. • Prepare and submit procard transactions online. • Other project needs as they arise. 	<ul style="list-style-type: none"> • AXA Research Team members are able to perform the research responsibilities • AXA Research Team members know what their responsibilities are and that goals of project are being met. • AXA Research Team members have access to the tools necessary to be successful. • Ensure that all AXA Research Team members have submitted hours for reimbursement.
3	Liaison	10%	<ul style="list-style-type: none"> • Manage weekly AXA team meetings • Manage AXA team collaborators • Organise monthly AXA research meeting 	<ul style="list-style-type: none"> • Ensure AXA team meets weekly, and keep minutes. • Ensure AXA collaborators meet monthly, keep minutes of all meetings.
4	Training	10%	<ul style="list-style-type: none"> • Train new AXA team members • Mentor Masters and PhD students 	<ul style="list-style-type: none"> • Ensure all field staff, research assistants are able to function optimally in the AXA team, ensuring success of the project • Mentor one of more Masters or PhD student throughout the project period.
5	Analysis and write-up	10%	<ul style="list-style-type: none"> • Contribute to project reports • Lead Research outputs including reports, publications and presentation. 	<ul style="list-style-type: none"> • Be responsible for at least two publications per year. • Ensure that study reports are submitted timeously and in accordance with study guidelines.

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> A doctoral degree in the health sciences, obtained within the last 10 years; 			
Minimum experience (type and years)	<p>Requirements:</p> <ul style="list-style-type: none"> Post-doctoral research experience within the last 5 years; Experience in project management, specifically relating to research studies involving human participants; Experience in data management; Strong evidence of excellence in statistical analyses; and Excellent writing skills. <p>Desired qualifications/Advantages:</p> <ul style="list-style-type: none"> Experience in non-communicable disease research; Laboratory and/or epidemiology skills; Experience in a clinical setting Strong publication record with a minimum of 10 publications; Evidence of grantsmanship; 			
Skills	<ul style="list-style-type: none"> As above 			
Knowledge	<ul style="list-style-type: none"> As above 			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Strong interpersonal skills	2	Analytical thinking/Problem solving	2
	Professional knowledge and skill	2	Planning and organizing	2
	Attention to detail	2	Teamwork/collaboration	2
	Communication	2	University awareness	2
	Resource management	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Overseeing project administration, from recruitment, training, support and monitoring of research staff, including filed staff. Ensuring data and quality control. Study data management, analysis and write. Grant writing. Project fiscal oversight.
Amount and kind of supervision received	Minimal in the area of required work, while maintaining a high level of accountability to study PI
Amount and kind of supervision exercised	None
Decisions which can be made	None, need to run things by Project PI
Decisions which must be referred	Strategy and final communication

CONTACTS AND RELATIONSHIPS

Internal to UCT	Division of Epidemiology and Biostatistics
External to UCT	NA