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

NOTES

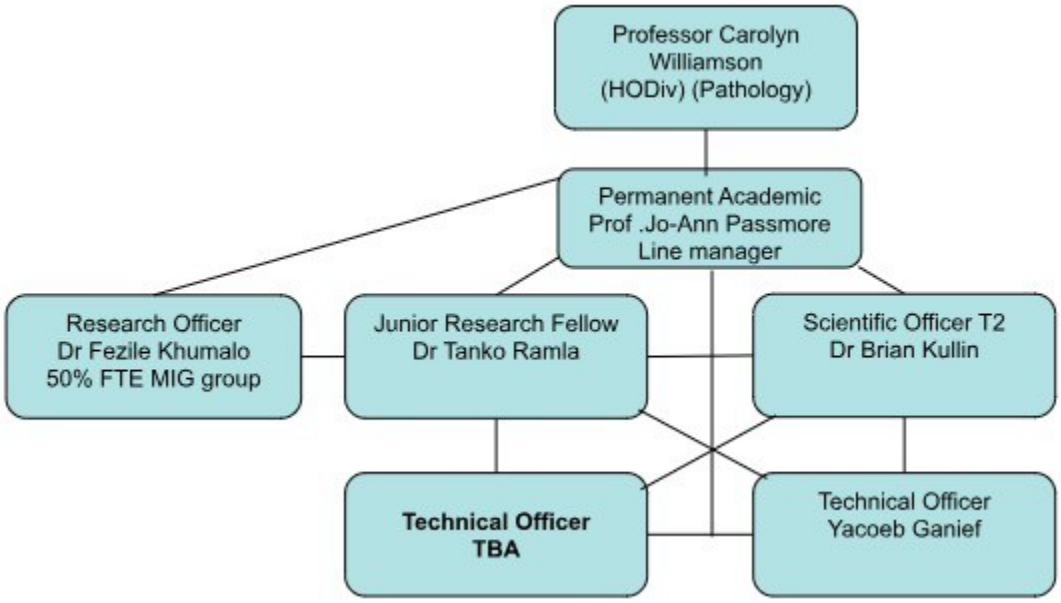
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Technical Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Medical Virology		
Date of compilation	28 September 2023		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is:

The Technical officer in the Division of Medical Virology will work with other members of the laboratory team under the supervision of the lab manager and/or academic team leader. The Technical Officer will be responsible for: laboratory specimen reception, processing, storage and shipment procedures (printing of labels, transfer, shipping of samples to local and international sites, cold chain management), data capturing, electronic laboratory data management systems (e.g. reporting on systems for receipt, quality management using advance systems such as Redcap and Freezerworks). Therefore, the Technical Officer is to occupy a central position to support the scientific goals of the research projects. The Technical Officer should adhere to UCT Health and Safety procedures, good laboratory practice regulations in BSL2 laboratories and perform day-to-day general laboratory housekeeping.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Administration, Data Management, Shipment, and Quality assurance	80%	• Management of the clinical and laboratory information systems (Freezerworks system, Redcap) • Liaise with Department of Heath for export/import permit applications, participate in the development of Material Transfer Agreement (MTA). • Develop (SOPs) for sample management, handling and traceability systems to ensure proper receipt, transfer, retrieval, shipping, transportation, identification, preparation of all samples and request forms entering and exiting the department • Support the optimization of laboratory techniques including SOPs as required • Data capturing as relevant to routine procedures • Recording of study data according to study guidelines, e.g. deviations • Performs routine laboratory procedures including sample reception, sample aliquoting and cell isolation • Transfer, retrieval and shipping according to IATA regulations. • Receive, verify and ensure quality of all laboratory specimens. Ensure samples are transported as required and division of samples to appropriate student/staff • Monitor and ensure that worksheets/records used during laboratory procedures are accurately completed, printed and filed in the appropriate files, i.e. shipping files and samples retrieval requests • Reporting of samples errors. Do quality checks on processing and correct nonconformance where needed.	• Monitor and update Sample Log records in Freezerworks at all times • Ensure all procedures are completed to study specific SOPs, manuals, IATA and protocols as well as meet all specified timelines • Check each sample according to specific SOP to ensure that all sample standards of protocol are met. • Timeous receipt of biological specimen • Prompt recording, reporting and filing of sample errors • Ensure Accurate retrieval of samples from freezers • Ensure appropriate quality control and efficient use of study materials • Ensure proper maintenance and safekeeping of certain equipment, by adhering to specified servicing and maintenance requirements • Accurate preparation of samples done according to SOP, within timelines and quality checked for each sample and good record keeping of such processes • Shipment of samples to national and international collaborators.

			• Appropriate cryopreservation of samples and retrieval as required. • Ensure appropriate quality control and efficient use of study material e.g. reagents, consumables, specimen handling, labeling, cold chain management and traceability of samples • Adherence to GCLP guidelines • Proactive troubleshooting and problem solving • Ensure competency assessment done on all processes and procedures before starting new study • Routine samples processing and preparation for downstream analysis as required according to SOP. • Report to line manager and project leader regularly.	
2	Teaching & Learning Support	10 %	• Contribute to training of new students in laboratory activities related to crypopreservation, LIMS • Contribute to training of new Research Staff in laboratory activities related to crypopreservation, LIMS	• Keeping the laboratory in a GCLP-like condition Keeping control over laboratory activities and maintaining a clean area.
3	Contributing to the research agenda	10	• Attendance of group meetings Keeping up to date with current research /methodologies by attending seminars, reading journals, books etc.	Contribute to the functioning of the BSL-2 Lab and a cohesive working environment.
	NOTE: FLEXIBLE WORKING HOURS WOULD BE ADVANTAGEOUS .		Arrival of clinical samples is unpredictable, expect processing after hours	

MINIMUM REQUIREMENTS

Minimum qualifications	National Diploma
Minimum experience (type and years)	2 years or more in a Biomedical laboratory environment or Clinical Research Laboratory setting
Skills	Proficient with laboratory information systems and equipment (eg. Label printers, Freezerworks) Proficient with immunological laboratory processes Interpersonal skills Strong Client focus Excellent communication skills (verbal and written) Excellent Organizational Skills
Knowledge	Good Clinical Practice and Good Clinical Laboratory Practice Laboratory Data Management Systems (LDMS) Clinical Research Sample Reception Facility
Professional registration or license requirements	N/A
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Computer skills : Email, Microsoft word, Excel, PowerPoint, Redcap

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical Thinking/problem solving	2	Stress tolerance	2
Student service and support	2	Adaptability/flexibility	2
Initiating Action/Initiative	1	Quality commitment/work standard	2
Teamwork/collaboration	2	Communication	2
Planning and organizing /work management	2	Results focused	2
Managing Conflict	1	Continuous learning	1

SCOPE OF RESPONSIBILITY

Functions responsible for	1.Sample reception, processing and storage 2. Sample shipment. 3. Quality Management System 4. Data Entry 5.General admin duties
Amount and kind of supervision received	Weekly meetings with line manager / research team to discuss update on database status for multiple projects, report of areas of needs and progress report.
Amount and kind of supervision exercised	Daily quality checks on the technologists/ research assistant laboratory reports and evaluate and report non compliance where applicable.
Decisions which can be made	Decisions over the biorepository management, supervision of systems and queries affecting study progression. Setting up of new systems.
Decisions which must be referred	Freezerworks Troubleshooting, licensing, changes in system which may affect study progression

CONTACTS AND RELATIONSHIPS

Internal to UCT	Laboratory Technologists, Research assistants, Students, Postdoctoral Fellows, Laboratory Manager Clinical Driver, Study coordinators, Principal investigators
External to UCT	Collaborators/ external project managers in collaborative local and international