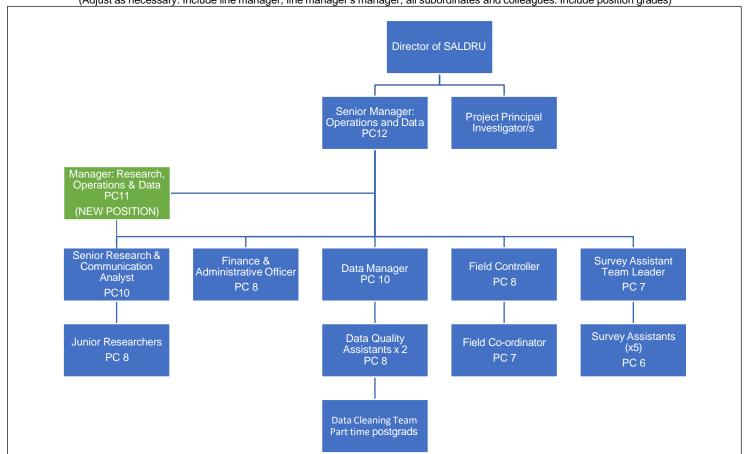| HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

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	Manager of Research, Operations & Data		
Job title (HR Business Partner to provide)			
Position grade (if known)	11	Date last graded (if known)	May 2023
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Economics		
Division / section	SALDRU		
Date of compilation	27 March 2023		

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

PURPOSE

The Manager of Research, Operations & Data will report to the Senior Manager: Operations and Data (SM). This role will assist the SM in overseeing the survey and operations within the SALDRU Survey & Data Hub (SSDH). This includes managing the day-to-day operations, managing multiple surveys, supervising staff, ensuring quality control, and implementing processes to improve efficiency and effectiveness. The Deputy Manager will also support the Senior Manager in developing and implementing strategies for data collection, management and research, with a particular research focus on survey methodology.

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Support the Senior Manager in leading the SALDRU Survey & Data Hub	15%	- Assist SM to build and articulate the long-term objectives and strategy. - Assist SM in building, operationalise and successfully deliver the mid-term (2-3 year) plan. - Support fundraising in partnership with the Principal Investigators & SM - Key suppliers - Assist SM with tender and selection process of field data collection organisations.	- Clear, relevant and timely short, mid and long-term plans are drawn up, communicated and guide the hub. - Appropriate key suppliers are selected under risk-managed contractual terms. - Ensure that the hub's institutional, financial and legal position within the wider UCT are clear, stated and agreed upon to ensure the stability of the hub.
2	Assist SM with the management of hub verticals including a detailed know how to support these all the verticals.	35%	Depending on senior leadership make up and specific technical expertise of senior manager and manager: research, operations and data: - Providing leadership and direction for senior staff in the specific vertical(s), setting an effective agenda and ensuring performance goals are set and met - Contributing technical know-how to project design. Examples for verticals include: - Hub general administration - Data quality department - Research and communications - Survey operations support vertical including the survey assistance. - Survey implementation and monitoring vertical.	For the relevant vertical(s): - Well-designed strategy and plan to implement this effectively - quality execution of this plan
3	Project Development, Fundraising and Donor relationships	10%	Assist the SM to; - Identify new project development opportunities and build plans to fundraise for and implement these. - Develop fundraising proposals for core work.	- SALDRU Survey & Data Hub is soundly funded. - Funder stakeholder relationships well managed

4	Oversee the research & communications vertical	20%	• Oversee definition and implementation of the research agenda for the SSDH • Ensure that SSDH research team adhears to and contributes to the wider SALDRU research objectives. • Oversee and support efforts to develop survey methods research. • Oversee and guide the efforts to translate technical scientific research into clear, accessible language for policymakers, the media, and the general public	• A strategy for SSDH's research team is defined, agreed with relevant steakholders and periodically updated • A framework or system is created/used for operationalising the strategy • Significan progress is made towards implementing the stratergy's key aims • A portfolio of demonstrated improvements to research processes are made • Ad-hoc requests to research teams are addressed.
5	Research coding and methods to support the development of derived variables.	10%	Together with project PIs, SM and Data Manager: • Oversee the derivation of derived variables that will supplement the primary data collection. • Oversee the and participate in coding of these variables and output. • Perform reviews of other team members code to ensure accuracy and consistency.	• Derived variables. • Stata Code that will produce the derived variables. • Code that can be made public that allows users of the data to reproduce the derived variables.
6	Project management	10%	• Develop and maintain project plans, schedules, and budgets for data collection and processing projects. • Coordinate with stakeholders and external partners to ensure project goals and timelines are met. • Implement processes to improve project efficiency and effectiveness. • Manage project risks and issues.	• Data collection and processing projects are completed on schedule, within budget, and meet stakeholder requirements. • Stakeholders are effectively engaged and informed throughout the project lifecycle.

Minimum qualifications	Relevant NQF7 qualification
Minimum experience (type and years)	5 years of experience managing large-scale panel surveys, surveys of individuals, households surveys or similar surveys in a multilingual, multicultural and developmental environment. - Project Management experience, - Budgeting and budget management experience. - Human Resources management experience including people management, performance management. - Demonstrable evidence of team leadership - Data production - Strong technical coding ability in Stata, R or Python
Skills	Project management, People management, Negotiation, Interpersonal skills, Statistical coding ability (Stata, R or Python) Budgeting, and strategic planning.
Knowledge	The entire production cycle of data collection from planning through to data publication, project management, budgeting, data dissemination and POPIA compliance for PII data.
Professional registration or license requirements	Not Applicable
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty to manage finances and budget. Interpersonal skills

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Results focus	3	Initiating action	2
	Conceptual thinking	2	Follow up	3
	Negotiation	3	Energy	2
	Impact/ Influence	2	Building interpersonal relationships	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Leadership, Overseeing design and implementation of SSDH's research agenda. Identifying and exploring opportunities for new research studies. Outward facing communication
Amount and kind of supervision received	Directly from the SALDRU Survey & Data hub's Senior manager: Operations and Data.
Amount and kind of supervision exercised	Will provide direct oversight to 1 of the SSDH's verticals and must have detailed knowledge and know how to support all other verticals within the SSDH.
Decisions which can be made	Performance management, work plan delivery, finance authorization
Decisions which must be referred	The following decisions are made jointly with the SSDH's Senior manager and director of SALDRU: - Sign off on strategy, new projects. - Final hiring recommendations. - Major project spending decisions. - Re-allocation of core research staff between projects. - Contract finalization, major MOU's etc.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Human resources, Facility Finance, Research Contracts and Innovation, Commerce IT, ICTS, eResearch, Procurement & Payment Services. The faculty Dean. DataFirst, School of Economics.
External to UCT	Suppliers, Funding agencies, and Government departments at the senior leadership level.

AGRESM BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor				

Area Line Manager				
HOD				
Dean / SM				
HR Business Partner				