

**NOTES**

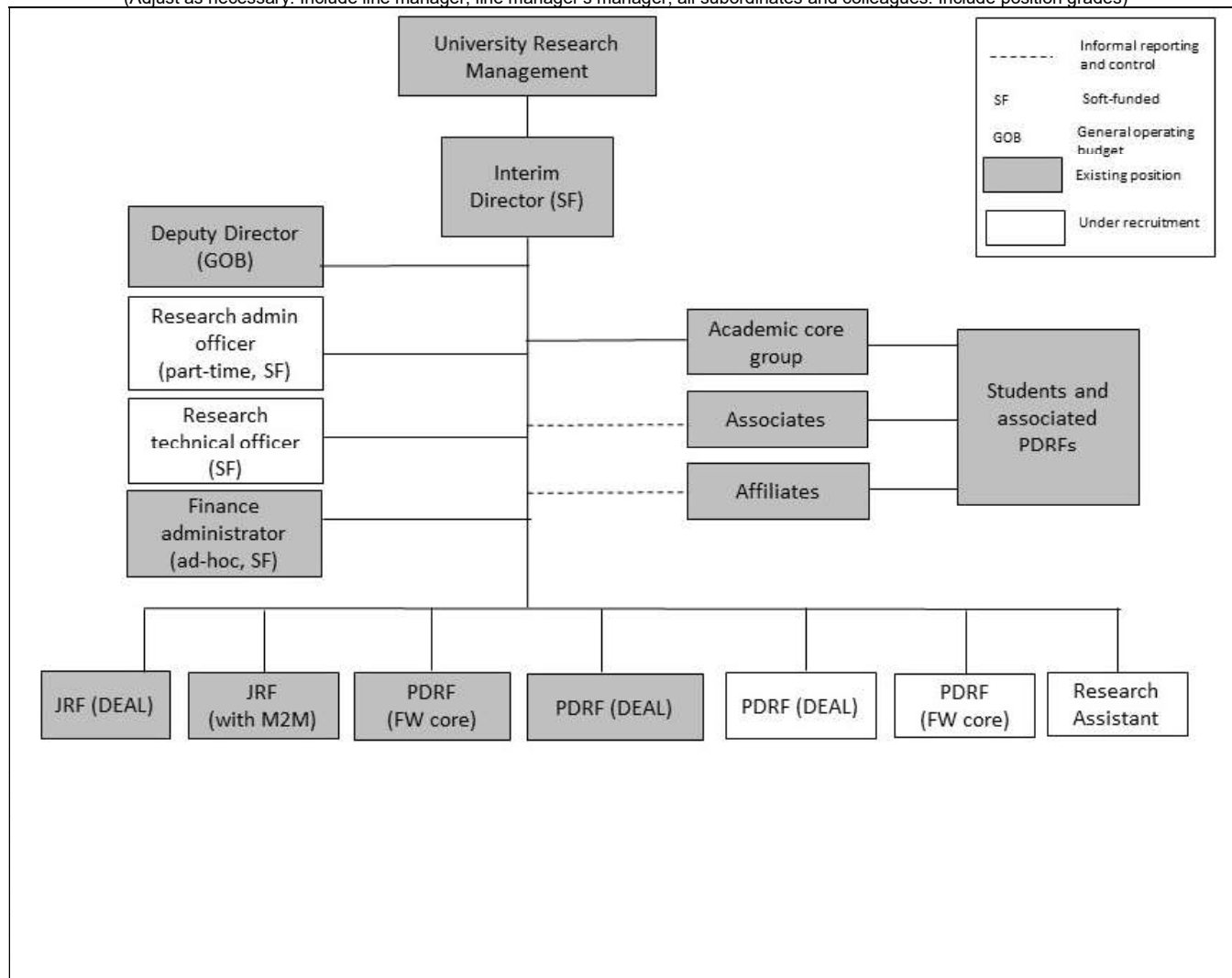
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Senior Technical Officer		
Job title (HR Business Partner to provide)	Senior Technical Officer		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	EBE		
Academic department / PASS unit	Future Water		
Division / section			
Date of compilation	May 2023		

**ORGANOGRAM**

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



## PURPOSE

This role will support Future Water to achieve its research strategy; supporting technical (water chemistry, laboratory management and administration) capacity; collaborating and coordinating the development of research proposals and laboratory funders; providing monitoring and tracking of technical aspects of research projects managed by Future Water; supporting Future Water's technical communication and branding, including technical writing and supporting the management and upkeep of the Future Water portable / hand-held analytical equipment. Further details as follows:

1. Coordinate and manage laboratory and technical equipment, including contributing to the development of a virtual water quality laboratory hub, mapping of laboratories and equipment across the campus (and country-wide), lab training and methods / standard operating practices
2. Supporting Future Water efforts in technical and lab-based public (and other department) facing efforts
3. Monitor / track resources (personnel, students, funding, outputs, equipment etc.) associated with the technical research portfolio for purposes of reporting
4. Contribute to the Future Water research portfolio development, including research proposals, particularly with regard to technical infrastructure and equipment

### Responsibilities:

- Routine analysis of water quality samples associated with research projects and management / maintenance of analytical equipment – including liaison with students
- Coordinate and develop laboratory management and technical equipment including across campus database (building towards a virtual lab)
- Coordinate and develop analytical methods where required for specific research projects
- Liaise with and support Future Water staff and students with technical/analytical research and related activities with other UCT Departments and Research Units – including at the FW-led research and demonstration centre in Franschoek, The Water Hub
- Assist with the setting up and management of a dedicated water quality laboratory/ies for Future Water, including existing analytical spaces (such as exist in EGS, for example)
- Develop and maintain positive relationships with stakeholders
- Coordinate and contribute to Future Water's technical activities / events and communication / branding
- Monitor / track resources (personnel, students, funding, outputs, equipment etc.) associated with the technical research portfolio for purposes of reporting
- Coordinate and contribute to the development and management of the Future Water research portfolio
- Coordinate and contribute to the submission of research proposals where inputs on laboratory analyses and equipment is required

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategic support	10	<ul style="list-style-type: none"> <li>Assist with the ongoing development of the overarching Future Water strategy, with specific reference to the technical aspects of the research portfolio.</li> <li>Report on the resources, activities and outputs of the technical aspects of the portfolio at strategy and planning meetings, and as contribution to annual reporting.</li> </ul>	Annual reporting that reflects Future Water strategy.
2	Operations planning and coordination	20	<ul style="list-style-type: none"> <li>Coordinate and develop laboratory management and technical equipment including across campus database (building towards a virtual lab)</li> <li>Support Future Water staff with technical/analytical research and related activities with other UCT Departments/Research Units – including at the FW-led research and demonstration centre in Franschoek, The Water Hub</li> <li>Coordinate, attend, contribute and report to core group and management meetings</li> <li>Track relevant conferences and events</li> <li>Monitor technical portfolio resources (personnel, financial and equipment) within the constraints of available Future Water resources</li> <li>Assist with coordination and administration of FW-led courses</li> </ul>	Research operations effectively supported in pursuit of strategic goals.
3	Research technical coordination	40	<ul style="list-style-type: none"> <li>Routine analysis of water quality samples associated with research projects and management / maintenance of all FW-owned analytical and monitoring equipment – including liaison with students</li> <li>Coordinate and develop new analytical methods and standard operating procedures (SoPs) where required for specific research projects</li> <li>Assist with the setting up and management of a dedicated water quality laboratory/ies for Future Water, including existing analytical spaces (such as exist in EGS, for example)</li> <li>Maintain an up to date record / mapping of all current and partner research at Future Water (internally or externally led) to track progress of research activities</li> <li>Support knowledge sharing and communication between Future Water PIs/ Project Managers</li> <li>Monitor research project deliverables in consultation with project leaders</li> <li>Ensure all relevant databases are maintained with regards to portfolio resources, activities and output information</li> </ul>	Researchers supported to produce and monitor quality outputs.

4	Proposal development and coordination	10	<ul style="list-style-type: none"> <li>Horizon scan and identify funding opportunities that relate to technical aspects on a weekly basis</li> <li>Assist in coordinating the development and submission of Future Water bagged proposals where inputs on laboratory analyses and equipment is required</li> <li>Support associate members of Future Water in development of research and other funding proposals where required</li> </ul>	Coordinated response to fundraising goals in support of the overall Future Water fundraising strategy.
5	Stakeholder relationships	15	<ul style="list-style-type: none"> <li>Identify stakeholders (internal and external) and key contact persons relevant to the technical portfolio (including aligned UCT departments and research institutes, local, provincial and national government; private sector, civil society, local and international university partners, and laboratory equipment suppliers)</li> <li>Assist in developing and maintaining positive relationships with stakeholders, including assisting with seminars, symposia and other stakeholder events</li> <li>Ensure on-going stakeholder awareness of portfolio activities and outputs</li> <li>Attend and contribute to stakeholder meetings and events where required</li> <li>Promote synergy between Future Water and internal and external stakeholders</li> </ul>	Positive, mutually supportive relationships with internal and external stakeholders.
6	Future Water affiliated student, PDRF and staff support	5	<ul style="list-style-type: none"> <li>Assist with training of students and staff with FW analytical and monitoring equipment</li> <li>New portfolio staff / PDRF /student inductions</li> </ul>	Affiliated personnel and students appropriately supported.

### MINIMUM REQUIREMENTS

Minimum qualifications	Honours degree in water-related field with a strong background in chemistry and/or environmental chemistry. MSc degree (or nearly completed) in a water-related field, with a strong background in chemistry and/or environmental chemistry highly advantageous.			
Minimum experience (type and years)	2 or more years' experience in lab/analytical settings & with management / coordination of lab methods & equipment. 2 or more years of work experience in water/environment sectors, in a research setting. Experience in science & technical writing, modelling / GIS software, project management and/or team coordination – especially in field research work - will be advantageous			
Skills	Analytical (chemistry / environmental chemistry); laboratory management; written and verbal communication; technical writing; project management, data management			
Knowledge	Water quality monitoring; SA water sector; laboratory procedures; water quality standards and legislation			
Professional registration or license requirements	None required, although PrSciNat registration would be an advantage			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Driver's license			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Building partnerships	2
	Building interpersonal relationships	2	Individual Leadership	2
	Communication	2	People Management	2
	University awareness	2	Resource Management	2


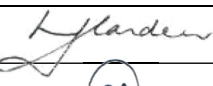


### SCOPE OF RESPONSIBILITY

Functions responsible for	Laboratory management and reporting; technical resources monitoring; analytical methods and processes; water analyses
Amount and kind of supervision received	Receive supervision from Future Water Director and senior Future Water academics (e.g. Research Director – Water Hub)
Amount and kind of supervision exercised	Provide training (and part-supervision) in analytical processes to postgraduate students and Future Water staff when needed
Decisions which can be made	Laboratory techniques and methods; management of equipment
Decisions which must be referred	All purchases; final operating procedures

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Work with laboratory and analytical personnel across UCT as required
External to UCT	Liaise with suppliers, standards authorities and contractors as required

### AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Kirsty Carden		021 650 5317	20/06/2023
Area Line Manager				
HOD	Kirsty Carden (Future Water)		021 650 5317	16/07/2023
Dean / ED	Alison Lewis		x2702	11 July 2023
HR Business Partner	N Hedricks		3921	12.07.2023

# COMPLETING A POSITION DESCRIPTION

## HR191

### When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position content
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new
- performance objectives are set during Development Dialogues.

This form is used as the basis for:

- recruitment
- performance management
- performance development



#### Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position, but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

### How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position -holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

<b>Position title</b>	The label or name of this position. Consideration is given to other titles in the department and to standard UCT position naming conventions. The latter are obtainable from your <a href="#">HR Business Partner</a> , from the UCT Jobs Catalogue.
<b>Job title</b> (HR Business Partner to provide)	The SAP position title of this post. Obtainable from your <a href="#">HR Business Partner</a> , from the UCT Jobs Catalogue.
<b>Position grade</b>	The current position grade of this position, if it exists (if known).
<b>Date last graded</b>	The date on which the position was last graded, if it has been graded (if known).
<b>Academic faculty / PASS department</b>	The academic faculty / PASS department in which the position sits.
<b>Academic department / PASS unit</b>	The academic department / PASS unit in which the position sits.

<b>Division / section</b>	The division / section in which the position sits.
<b>Date of compilation</b>	The date on which the position description was compiled, updated or reviewed.
<b>Organogram</b>	The departmental structure and reporting lines of the position, with the grades of these positions. Include line manager, line manager's manager, all subordinates and colleagues.
<b>Purpose</b>	A summary of the position which describes the overall purpose, function or role of the position. No more than two or three sentences. Clearly distinguishes the position from other positions, and links the position to the objectives of the faculty, department and university. Begins with the words: "The purpose of the position is ..."
<b>Key performance areas (KPA)</b>	A list of the most visible actions, essential functions, key areas of responsibility or high-level responsibilities. Provides broad categories of tasks and activities. List in order of importance or time spent. KPAs must support the organization's goals, and be within the position-holder's influence. Full time staff members have between five and eight KPAs.
<b>% of time spent</b>	The percentage of time spent on each key performance area.
<b>Inputs</b>	<p>A list of the particular projects or groups of responsibilities, activities, processes and tasks, linked to a KPA that the position must achieve. Describes how the key performance area is performed by outlining the methods, decision processes, judgments, techniques, tools used. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed:</p> <ul style="list-style-type: none"> <li>• Accurately convey the level of complexity, responsibility and scope</li> <li>• Write at least one associated input for each KPA</li> <li>• Keep as simple and brief as possible</li> <li>• Begin each sentence with an action verb, in the present tense</li> <li>• Sentences must be outcome-based, containing an action, an object and a purpose</li> <li>• Cluster tasks into a list of fewer, broad (but still specific) responsibilities</li> <li>• Refer to operational manuals, policies or to agreed procedures, rather than include the detail of tasks</li> <li>• Avoid <ul style="list-style-type: none"> <li>○ descriptive adverbs and adjectives (e.g. 'Quickly types basic documents', 'Efficiently processes difficult queries')</li> <li>○ pronouns</li> <li>○ jargon</li> <li>○ abbreviations (e.g. 'mgs', 'docs')</li> <li>○ 'tired words' (e.g. 'Manages', 'Contributes to', 'Assists with')</li> <li>○ names</li> </ul> </li> </ul>
<b>Outputs</b>	A list of the main outputs or expected end results to be achieved, linked to the input. Should be specific to the position and the position must be directly accountable for them. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed (e.g. quantity, quality, cost and time).
<b>Minimum qualifications</b>	The minimum qualification that would give the incumbent the skills and knowledge or training required to perform the position. Does not include desirable qualifications. Include NQF level where possible. May not be the qualification of the current incumbent.
<b>Minimum experience</b>	The minimum number of years and type of experience that would give the incumbent the experience required to perform the position. Does not include desirable experience. May not be the experience of the current incumbent.
<b>Skills</b>	The minimum skills or technical know-how required to perform the position. Does not include desirable skills. May include languages or software skills. (E.g. Intermediate level Excel).
<b>Knowledge</b>	The minimum knowledge required to perform the position. Does not include desirable knowledge. (E.g. Knowledge of UCT's academic administrative systems).
<b>Professional registrations or licenses</b>	The required professional registrations, industry certifications or licences required to perform the position. Does not include desirable ones.
<b>Other requirements</b>	Any other absolute minimum requirements required to perform the position. Does not include desirable requirements. Great care must be taken to ensure that these requirements are in no way discriminatory, and expert advice and assessment must be sought from your HR Business Partner.