


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

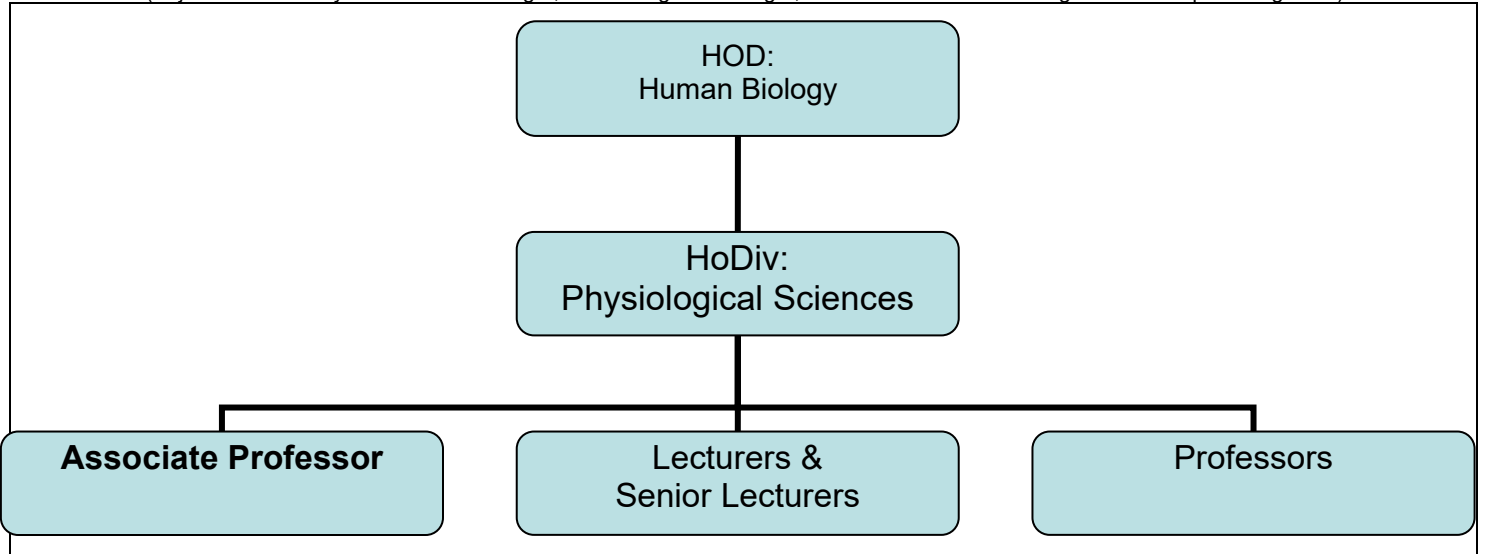
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Associate Professor		
Job title (HR Business Partner to provide)	Associate Professor		
Position grade (if known)	Associate Professor	Date last graded (if known)	N/A
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Human Biology		
Division / section	Physiological Sciences		
Date of compilation			

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 to deliver lectures and lead tutorials/practicals to undergraduate Health and Rehabilitation Science and MBChB mainstream students as well as BSc, BMedSc (Honours) and other postgraduate students on topics in general physiology, as well as physical activity for public health and non-communicable diseases (NCDs). The incumbent will also be required to train and supervise BSc(HONS), MSc, MPhil and PhD postgraduate students and will be expected to conceptualize, lead and execute research projects in the disciplines of physical activity for public health and non-communicable diseases (NCDs).

The incumbent will be expected to (i) develop/expand research collaborations and raise research funding by applying for grants from national and international funding bodies and (ii) initiate and/or participate in outreach programmes. In addition, the incumbent will be required to perform administrative and leadership functions at Divisional, Departmental, Faculty and University level if needed, as well as functions related to teaching and research projects e.g. convene courses, manage research teams, manage funding of research, monitor operational expenses, write progress reports etc. A further key requirement of this position is to participate in initiatives that develop an interest in science at school level and to promote public awareness of relevant research findings within the Division of Physiological Sciences.

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	Teaching	35%	Conceptualise and implement lectures, tutorials, practical experiments and assessments for students in the undergraduate MBChB, Health and Rehabilitation Sciences and Science students, as well as postgraduate taught courses.	To promote understanding and a desire to learn more about general physiology, as well as physical activity for public health and NCDs in the undergraduate MBChB programme, Health and Rehabilitation Sciences and Science programmes, as well as the BMedSc(Hons) and post-graduate programmes. In addition, to develop life-long academic skills that students may apply in all years of study.
2	Supervision of postgraduate students	18%	Conceptualize Hons, MSc, MPhil and PhD research projects in the broad context of physiology, physical activity for public health and NCDs. To lead and train postgraduate students to execute their research projects.	To contribute towards the number of BMedSc(Hons), MSc, MPhil and PhD graduates at UCT.
3	Research	27%	Conceptualize, lead and execute research projects related to physical activity for public health and NCDs. Regularly publish scientific articles in reputable journals. Raise funds to cover costs of research projects. Attend and present at appropriate local and international conferences. Establish local and international collaborations.	To contribute towards the publication output of UCT in peer-reviewed journals. To increase the local and international research visibility of UCT.
4	Leadership, management and administration	15%	Perform administrative functions at Divisional, Departmental, Faculty and University level, if needed, and related to teaching and research projects (convene courses, manage research teams, manage funding for research, monitor operational expenses, write progress reports etc).	To share responsibility and contribute to the smooth functioning of the Division of Physiological Sciences and the Department of Human Biology by leading/managing those undergraduate and postgraduate courses/students assigned to the incumbent by the heads of Department and Division.
5	Social Responsiveness	5%	Participate in initiatives to raise public awareness of relevant research findings. To communicate research findings in order to increase public awareness of research relevance.	To translate science and research findings into improvement of health and to promote awareness and understanding of achievements in physical activity for public health and NCDs.

MINIMUM REQUIREMENTS

Minimum qualifications	PhD degree in Physiology or related field OR a relevant clinical degree			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Experience in teaching general physiology, physical activity for public health and/or NCDs to undergraduate and postgraduate students • A proven track record in research publications and conference presentations together with leading a research team within the area of physical activity for public health and/or NCDs • Evidence of productive research collaborations 			
Skills	<ul style="list-style-type: none"> • Strong organisational and time-management skills • Excellent communication and interpersonal skills • Evidence of having secured research funding to support their research activities • A proven track record in the supervision of postgraduate students up to the doctoral level • Experience in management (of staff and research projects) • Experience in leadership within the tertiary education sector • Evidence of raising public awareness of relevant research findings • Recognition for leadership in physical activity for public health and/or NCDs <p>The following will be advantageous:</p> <ul style="list-style-type: none"> • Evidence of mentoring junior staff in research and towards academic promotion. • Ability to work collaboratively in a multidisciplinary and diverse academic environment. • Evidence of research translation and engaged scholarship. 			
Knowledge	Discipline specific knowledge in general physiology, as well as physical activity for public health and NCDs. Knowledge of academic development.			
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'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Analytical thinking/problem solving	2
	Student service and support	2	University awareness	2
	Communication	2	Coaching/developing others	2
	Planning and organizing/work management	2	Creativity and Innovation	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Design and deliver lectures, tutorials, practicals and assessments in physical activity for public health and NCDs, as well as, general physiology, to Science, MBChB, Health and Rehabilitation Science undergraduate, BMedSc(Hons) and MPhil students and other relevant courses. • Supervise/co-supervise post-graduate students (BMedSc(Hons), MSc and PhD) . • Convening undergraduate and postgraduate courses. • Conceptualise, lead and execute research projects related to physical activity for public health and NCDs • Develop/expand research collaborations both nationally and internationally • Raise research funding, apply for grants from appropriate national and international funding bodies • Mentor post-doctoral research fellows • Perform leadership, management and administrative functions related to teaching and research (i.e. convene courses, manage research teams, manage funding for research, write progress reports, etc) at Divisional, Departmental, Faculty and University level. • Translate research findings into the community, for the benefit of the public, where relevant.
Amount and kind of supervision received	Guidance and mentoring is received from the Head of Department and Head of Division.
Amount and kind of supervision exercised	<ul style="list-style-type: none"> • Effective management and supervision of individuals or groups in which the incumbent functions as a leader at Divisional, Departmental, Faculty and University level. • Full control of teaching and learning responsibilities that has been delegated to the incumbent.
Decisions which can be made	<ul style="list-style-type: none"> • Review and continued development of lectures and courses that the incumbent convenes. • Review and continued development of programmes in which the incumbent is involved and/or responsible for the management and administration.
Decisions which must be referred	Anything not delegated or beyond the scope of responsibility.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Members in the Division of Physiological sciences, Department of Human Biology, Faculty of Health Sciences and the University.	
External to UCT	N/A	