



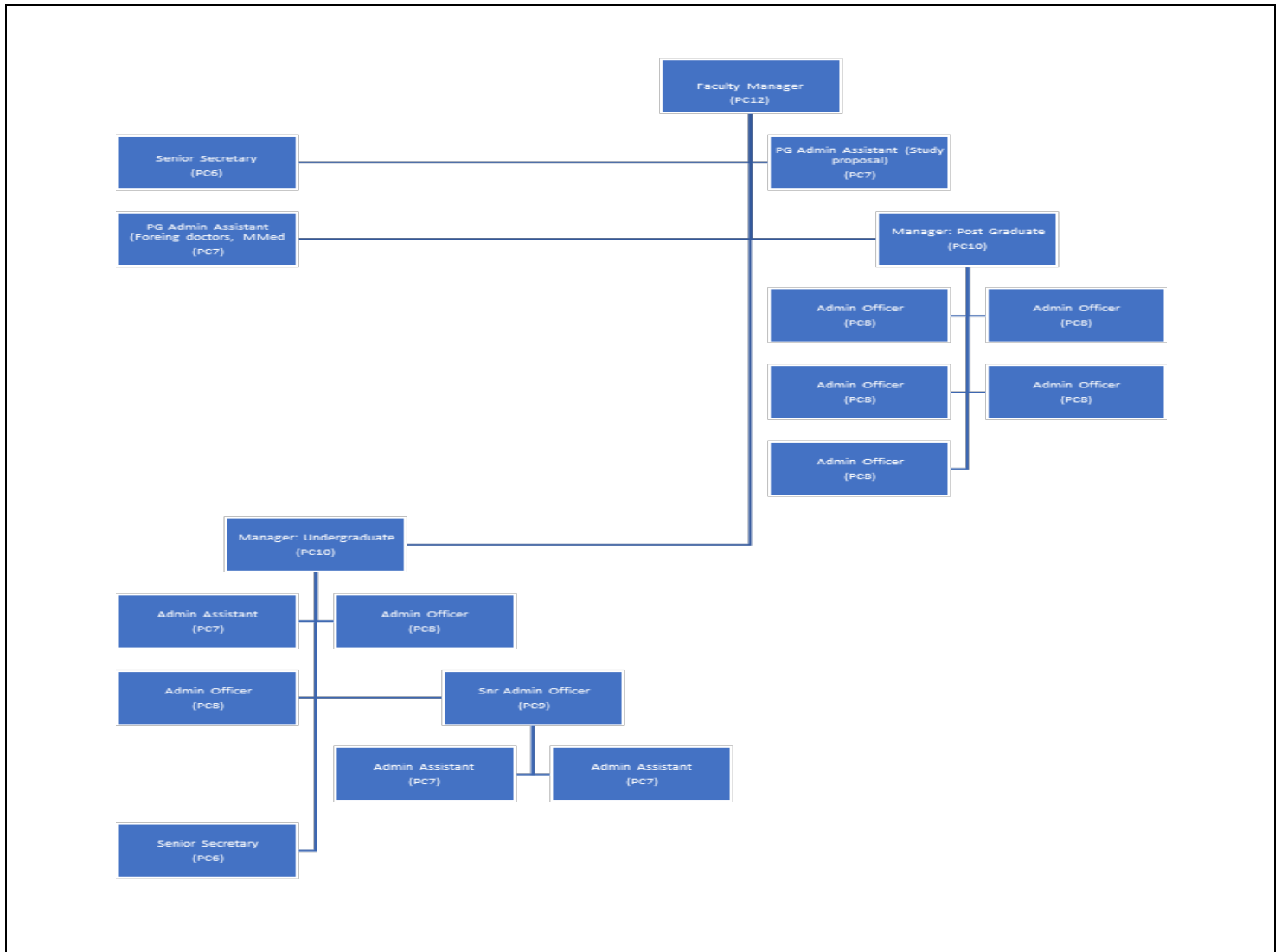
**NOTES**

- 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	Faculty Manager: Academic Administration		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC12	Date last graded (if known)	unknown
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Dean's Office		
Division / section	Academic Administration		
Date of compilation	December 2023		

**ORGANOGRAM**



**PURPOSE**

The main purpose of this position is the oversight, management and provision of academic administrative services to the Faculty in support of the Dean, academic staff, students and applicants.

Note: The Faculty Manager: Academic Administration reports to the Dean with strong dotted-line accountability to the Deputy Registrar, Academic Administration.

**CONTENT**

<b>Key performance areas</b>		<b>% of time spent</b>	<b>Inputs</b> (Responsibilities / activities / processes/ methods used)	<b>Outputs</b> (Expected results)
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1	Management : Academic Administration functions and student records	50%	<ul style="list-style-type: none"> <li>• Manage all academic administrative functions performed within the Faculty.</li> <li>• Oversee the planning and supervision of the annual work cycle of the undergraduate and postgraduate staff, paying attention to the co-ordination of work between the Faculty Office and central offices, the Faculty Office and academic departments, the Faculty Office and various committees, and between the undergraduate and postgraduate offices in the academic administration section.</li> </ul> <p>This includes the following:</p> <ul style="list-style-type: none"> <li>- Managing the admissions process: Oversight of the Enrolment target setting limits in consultation with Institutional Planning Division; drafting Faculty policy and admissions-related material in consultation with Faculty Admissions Committee selecting undergraduate students (deciding cut-off points for early and final offers); advising prospective applicants and addressing prospective applicants at recruitment event, drafting responses to the press when required</li> <li>- Maintaining and managing the integrity of the examination processes at Faculty level, including Faculty-level approval of the award of qualifications</li> <li>- Managing readmission review processes in the Faculty</li> <li>- Drafting general and programme-specific Faculty policies and rules for consideration, managing the implementation of Faculty and general University policies and rules.</li> <li>- Managing the process for the consideration of proposed new courses and programmes and changes to such: working out timelines and taking it through various committee approval processes by due dates; providing advice and ensuring the application of the Higher Education Qualifications Framework (HEQSF) and University prescriptions, liaising with departments and the Institutional Planning Department where relevant. Ensuring Faculty compliance with national requirements such as CESM, NQF and HEMIS credits</li> <li>- Projecting headcounts for the following year, for consideration by the Dean's EXCO Ensuring accurate HEMIS reporting at</li> </ul>	<ul style="list-style-type: none"> <li>• All central and Faculty-specific deadlines are met. Timelines are clearly drafted, communicated in advance to all stakeholders and adhered to, to ensure all processes - including those leading to submission of proposals to central Committees and Senate - are effectively planned (e.g. timelines for policy and programme proposals, course changes and new courses, headcount projections, etc).</li> <li>• All policy proposals are clearly drafted and submitted to Faculty Board and central committees by due dates. Faculty rules are clearly and correctly formulated and applied.</li> <li>• Central policies and processes are fully adhered to and all stakeholders are kept informed and, where relevant, staff trained timeously.</li> <li>• There are no negative audit reports about any processes, including registration, examinations. Reports on adherence to HEMIS requirements from Records Office show total accuracy.</li> <li>• Admission targets are met.</li> <li>• All Faculty Office staff provide a competent service to prospective applicants, staff and student and there is no negative feedback from central offices, departments, prospective applicants or students regarding any processes or interactions</li> <li>• Handbooks are delivered, complete and correct, by due dates</li> <li>• Headcount projections are largely accurate (as evidenced in reports the following year)</li> <li>• Review procedures are followed and implemented There is no negative feedback from the Registrar's office or other central offices</li> <li>• All student and other records are complete and correct.</li> </ul>
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				<p>Faculty level</p> <ul style="list-style-type: none"> <li>- Managing the updating of Faculty Handbooks</li> <li>- Establishing and reviewing business processes to make optimal use of system functionality, working collaboratively with other Faculty Managers and the Registrar's Office.</li> <li>- Developing and maintaining effective procedures and workflows with academic and PASS departments that interface with Faculty Office functions</li> <li>- Ensuring that student records are correct, current and complete and comply with requirements. Ensuring the appropriate maintenance of manual and electronic record-keeping and filing systems</li> <li>- Ensuring that all administrative processes and practices in the Faculty meet best practice criteria</li> <li>- Ensuring appropriate and effective support systems for students</li> <li>- Ensuring the efficient and effective management of a range of key processes, including admission and registration processes; graduate management processes, including maintenance of Memoranda of Understanding for postgraduate students and candidature processing; timetabling processes for undergraduate programmes; the maintenance of undergraduate and postgraduate Faculty prizes and efficient arrangements for prizegiving ceremonies; the appropriate award of Faculty and other scholarships; external examining processes; examination processes; student impairment reviews, etc</li> </ul>	
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2	Staff management		5%	<ul style="list-style-type: none"> <li>• Provide leadership to staff and ensure that the Faculty Office is appropriately structured and staffed, and that staff are fully trained</li> <li>• Draft job descriptions</li> <li>• Performance manage and line manage the managers of Undergraduate and Postgraduate Administration who need to ensure that the sections are appropriately performance managed.</li> <li>• Ensure that staff meet their job objectives and institute remedial or disciplinary processes where necessary</li> <li>• Ensure an efficient, sensitive and ethical service within the Faculty Office.</li> </ul>	<ul style="list-style-type: none"> <li>• All human resource functions relating to own staff are carried out timeously and in accordance with policy</li> <li>• Staffing is adequate to meet service demands</li> <li>• Staff are appropriately trained and perform at required levels.</li> </ul>
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3	Advice and liaison, strategy support, policy and execution		15%	<ul style="list-style-type: none"> <li>• Give strategic advice to the Dean, Deputy Deans and academic staff in regard to academic administration matters, including the application of rules and policies.</li> <li>• Advise Committees on Faculty and Senate rules and policies and national legislation, policy and processes to ensure compliance at Faculty level.</li> <li>• Liaise with the Dean, Deputy Deans, Heads of Departments, committee chairs, the Finance Manager and PASS offices on academic policy decisions</li> <li>• Ensure the Dean and Deputy Deans are adequately briefed on student and academic administrative-related matters and general issues related to governance in advance of meetings</li> <li>• Provide administrative and policy support for quality assurance practices and procedures and their implementation, as directed by the Faculty</li> <li>• Support Faculty-specific policies and initiatives collaboratively with departments to promote access, throughput, curriculum, assessment and quality assurance</li> <li>• Provide advice to prospective students and students as required. Deal with escalated queries from students, applicants and parents regarding University and Faculty decisions and processes</li> <li>• Consider and make recommendations or take decisions on a range of student issues</li> <li>• Participate in Faculty and central committees as nominated by the Faculty and Registrar's office</li> <li>• As a full member of the Faculty Executive Committee and Dean's Management Committee, giving input into discussions relating to high-level academic as well as operational matters</li> <li>• Identify issues requiring discussion and decision and calling ad hoc meetings of academic staff to discuss these. Troubleshoot to pre-empt problems wherever these may manifest. Draft standard operating procedures and policy documents for consideration, where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Dean and Deputy Deans are well informed and briefed in advance of meetings on specific issues.</li> <li>• Dean/Deputy Deans and Heads of Departments are guided and informed about trends in student and academic administrative-related matters, and general issues related to governance</li> <li>• Faculty Office staff interact effectively with staff in PASS departments</li> <li>• Close collaboration with the IPD and other areas holding institutional information.</li> </ul>
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4	Governance and Committee administration		20%	<ul style="list-style-type: none"> <li>• Manage the administration and servicing of Faculty committees related to academic administration, including those dealing with the central management of the MBChB degree</li> <li>• Service the Faculty Board, and oversight of the servicing of the Teaching and Learning Committee, Faculty Examinations Committees, Readmission and Appeals Committee, and other committees and ad hoc groups as required</li> <li>• Draft and publish Dean's Circulars. Ensure effective follow-up</li> <li>• Ensure approved proposals are streamed to central Committees and Senate, and ensure implementation upon approval</li> <li>• Keep abreast of the Institution's plans and strategic direction by keeping up-to-date with the Senate and Senate Executive Committee documentation</li> <li>• Serve as Deputy Information Officer in the UCT manual in terms of the Promotion of Access to Information Act (Act 2 of 2000). Act as</li> </ul>	<ul style="list-style-type: none"> <li>• Good governance of academic administration in the Faculty</li> <li>• Committees operate within rules framework in monitoring existing programs and considering new courses and programmes</li> <li>• Committee recommendations are aligned with University policies and rules and national requirements and executed across Faculty</li> <li>• Respect of and good feedback from colleagues and other stakeholders</li> <li>• Accurate records of meetings are kept, regular and correct Dean's Circulars are issued</li> <li>• Decisions arrived at by committee(s) not in conflict with governance, management and administrative requirements</li> <li>• Relevant academic policy and procedures are followed.</li> </ul>
5	Monitoring, evaluation, reporting, statistical analysis and planning		5%	<ul style="list-style-type: none"> <li>• Manage the provision of relevant data, analysis and information in support of planning and decision-making at all levels within the Faculty. This includes liaising with the IPD, projecting annual course enrolments for the Faculty's fee income budget, overseeing data modelling exercises to support planning activities</li> <li>• Prepare annual enrolment planning submission to Institutional Planning Department (IPD) and in liaison with the Dean and Finance Manager, and measure whether overall enrolment and equity targets are met</li> <li>• Develop over-offer targets based on data provided by IPD to meet the enrolment targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and up-to-date management information readily available to aid decision-making and planning</li> <li>• Accurate annual enrolment planning submission within deadlines</li> <li>• Accurate annual fee income budget process within deadlines.</li> </ul>



6	Adherence to requirements of external bodies		5%	<ul style="list-style-type: none"> <li>• Ensure that academic departments and the relevant Faculty Office staff are updated on requirements and prescriptions of external bodies, including the Health Professions Council of South Africa, the South African Nursing Council, the Colleges of Medicine, and the Council for Higher Education</li> <li>• Apply for training sites and numbers at request of departments</li> <li>• Manage HPSA accreditation visits to review the MBChB programmes and specialist and subspecialist programmes. Compile self-review reports, arrange accreditation visits, give input into post-accreditation draft reports, ensure adherence to HPCSA rulings re approved sites and training numbers.</li> </ul>	<ul style="list-style-type: none"> <li>• Departments and students are informed timeously of external policies and decisions affecting them, such as training ratios, training sites, internship application procedures, relevant College regulations</li> <li>• HPCSA accreditation visits run smoothly and there is positive feedback about self-review reports and programme arrangements from the HPCSA accreditation teams.</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>An NQF 8 qualification (Honours degree, Postgraduate Diploma or Professional Bachelors degree)</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>At least 5 years academic administration experience at a senior level in a higher education environment</li> <li>5 years proven staff management (managing at least 5 people) experience, preferably in higher education</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Excellent organizational planning, problem solving and multi-tasking skills</li> <li>A strong client focus with impeccable interpersonal skills, assertiveness and ability to build/nurture internal/external relationships</li> <li>A proven ability in coordination of diverse complex and high-level administrative functions, as they relate to the academic cycle in a higher education institution</li> <li>Excellent oral and written communication skills in English</li> <li>High level of computer literacy</li> <li>Experience in high-level committee servicing</li> </ul> <p><b>The following would be advantageous:</b></p> <ul style="list-style-type: none"> <li>A Masters degree</li> <li>Fluency in a South African indigenous language.</li> <li>Experience of the requirements and processes for professional bodies</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Proven working knowledge of Higher Education legislation, regulations and policies</li> <li>Understanding of national and institutional policies and procedures</li> <li>Understanding of the student system and business processes</li> <li>Excellent institutional knowledge</li> </ul>			
Professional registration or license requirements	N/a			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/a			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Communication	2
	Building partnerships	2	University Awareness	2
	Analytical thinking/Problem solving	2	Facilitating change	2
	Client-Student service and support	2	Individual Leadership	2
	People Management	2	Resource Management	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Faculty academic administration
Amount and kind of supervision received	No direct supervision
Amount and kind of supervision exercised	Direct supervision of Manager: Undergraduate and Manager: Postgraduate Administration
Decisions which can be made	
Decisions which must be referred	

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Deputy Registrar's Office, other Faculty Managers, Records Office, Heads of Departments and academic staff, Admissions Office, other PASS departments
External to UCT	Health Professions Council of SA, Colleges of Medicine