

**NOTES**

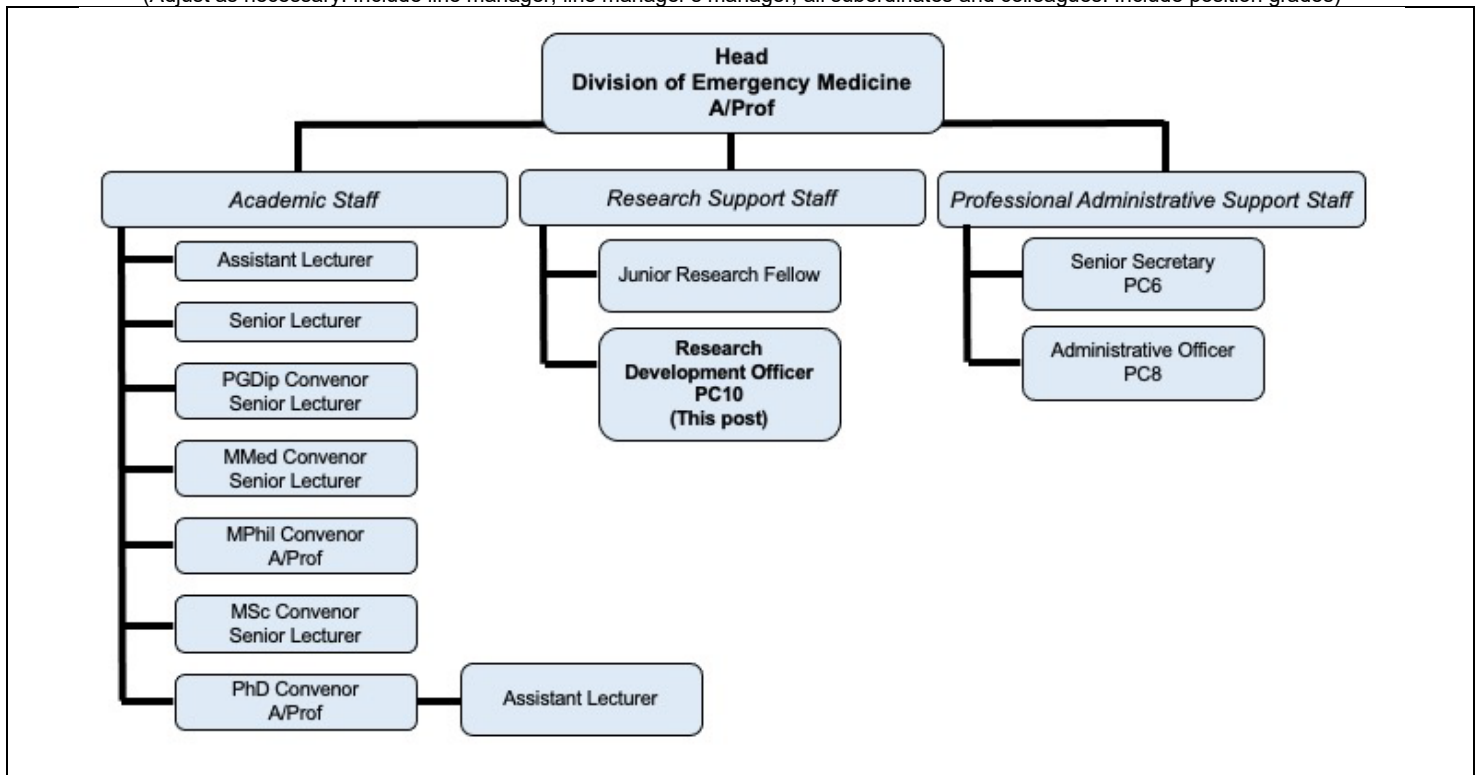
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Research Development Officer		
Job title (HR Business Partner to provide)			
Position grade (if known)	Payclass 10	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Family, Community and Emergency Care		
Division / section	Division of Emergency Medicine		
Date of compilation	04 April 2024		

**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 coordinate, support and ensure the smooth running of the Division's suite of research activities related to emergency care and emergency medicine.

Work will include project management of staff and student research activities as well as coordination of workshops, conferences, and seminars for the relevant projects. As part of this function, the incumbent will also service the divisional research committee (EMDRC), and project manage applications for, and successful, local and international research grants within the Division. The Division of Emergency Medicine also has a strong collaboration with the African Federation for Emergency Medicine and as such, the incumbent will support joint projects and funding applications.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Provide support to the Emergency Medicine Divisional Research Committee (EMDRC)	30%	<p>Provide administrative and project management support to the Chair of the Divisional Research Committee (EMDRC), including:</p> <ul style="list-style-type: none"> <li>• Preparing meeting agendas and minutes</li> <li>• Distribution of related communications</li> <li>• Preparing research reports</li> <li>• Compiling and maintaining the Division's research project and output databases</li> <li>• Compiling and maintaining operational research documentation</li> <li>• Monitoring and facilitating compliance with annual progress reports for ethical approvals.</li> </ul>	<ul style="list-style-type: none"> <li>• The EMDRC Chairperson is well supported in carrying out their duties.</li> <li>• EMDRC meetings run smoothly and efficiently.</li> <li>• Students and researchers receive review feedback timeously.</li> <li>• Principal investigators are supported to ensure compliance with ethical review requirements.</li> <li>• Division of Emergency Medicine research outputs are captured and compiled into high quality, relevant reports.</li> </ul>
2	Project manage grant funding in the Division	30%	<p>Work with senior academic division staff to search for and identify new funding opportunities.</p> <p>Support grant proposal writing and applications, including:</p> <ul style="list-style-type: none"> <li>• Drafting research budgets.</li> <li>• Project management of grant applications.</li> <li>• Facilitating submission for internal and external review and approvals.</li> <li>• Liaison with partners.</li> </ul> <p>Administration and project management of successful bids, including:</p> <ul style="list-style-type: none"> <li>• Coordinate research activities in-line with proposals.</li> <li>• Preparing and tracking financial documentation.</li> <li>• Monitoring research funds.</li> <li>• HR administration for project staff.</li> <li>• Ensuring reporting compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• New and continuing grant opportunities are identified and presented to academic staff.</li> <li>• Academic staff are well supported while preparing and submitting grant applications.</li> <li>• Successful grant applications are project managed efficiently and effectively.</li> <li>• Division research finances are monitored and regularly reported on.</li> </ul>
3	Coordination of research activities in the Division	30%	<p>Assist senior academic staff and PASS in coordinating research activities in the Division, including:</p> <ul style="list-style-type: none"> <li>• Arranging stakeholder meetings and ensuring effective engagement and communication with all project partners.</li> <li>• Operational planning for project implementation.</li> <li>• Compiling and communicating aspects of research projects (individual as well as overall).</li> </ul>	<ul style="list-style-type: none"> <li>• Academic staff are well supported while preparing and submitting grant applications.</li> <li>• Research activities are project managed efficiently and effectively.</li> <li>• High quality and appropriate reports are compiled as necessary.</li> </ul>
4	Facilitate researcher visibility within the Division	10%	<p>Compiling and maintaining alumni mailing lists. Drafting social media and website posts showcasing Division research.</p>	<p>Researcher visibility improves within the UCT and external community.</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	Honours degree in biomedical or medical sciences			
Minimum experience (type and years)	Demonstrable research experience in the healthcare sector (minimum 2 years)			
Skills	<ul style="list-style-type: none"> <li>• Coordinating and communicating with a diverse team of stakeholders.</li> <li>• Ability to carry out core research tasks such as literature reviews, scoping of funding opportunities, drafting and revising research protocols, interview guides and reports, and coordinating research review by ethics committees.</li> <li>• Strong computer skills (Word, Excel, e-mail, and calendar programs, Powerpoint, etc.)</li> <li>• Strong communication skills (written and oral)</li> </ul>			
Knowledge	Human Research Ethics Review processes Grant application processes			
Professional registration or license requirements	None required			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to develop, interpret and manage budgets, financial reports, and other financial records.			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Teamwork / collaboration	2	Research support skills	2
	Planning and organizing / work management	2	Written communication	2
	Analytical thinking / Problem solving	2	Adaptability/ flexibility	2
	Communication	2	Initiating action / initiative	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Coordination of research activities in the Division. Project management of grant funding in the Division.
Amount and kind of supervision received	Direct – Line management from Head of Division, and supervision from members of Emergency Medicine ExCo
Amount and kind of supervision exercised	Indirect – co-ordination of research assistants and data collectors
Decisions which can be made	Administrative decisions required day-to-day to perform key performance functions
Decisions which must be referred	Decisions related to research finance spending. Decisions related to research policy.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Human Research Ethics Committee, Research Offices, Research Finance, HR, RCIPS
External to UCT	Research participants, Research partners and collaborators, Funders, Clinical platform