

**NOTES**

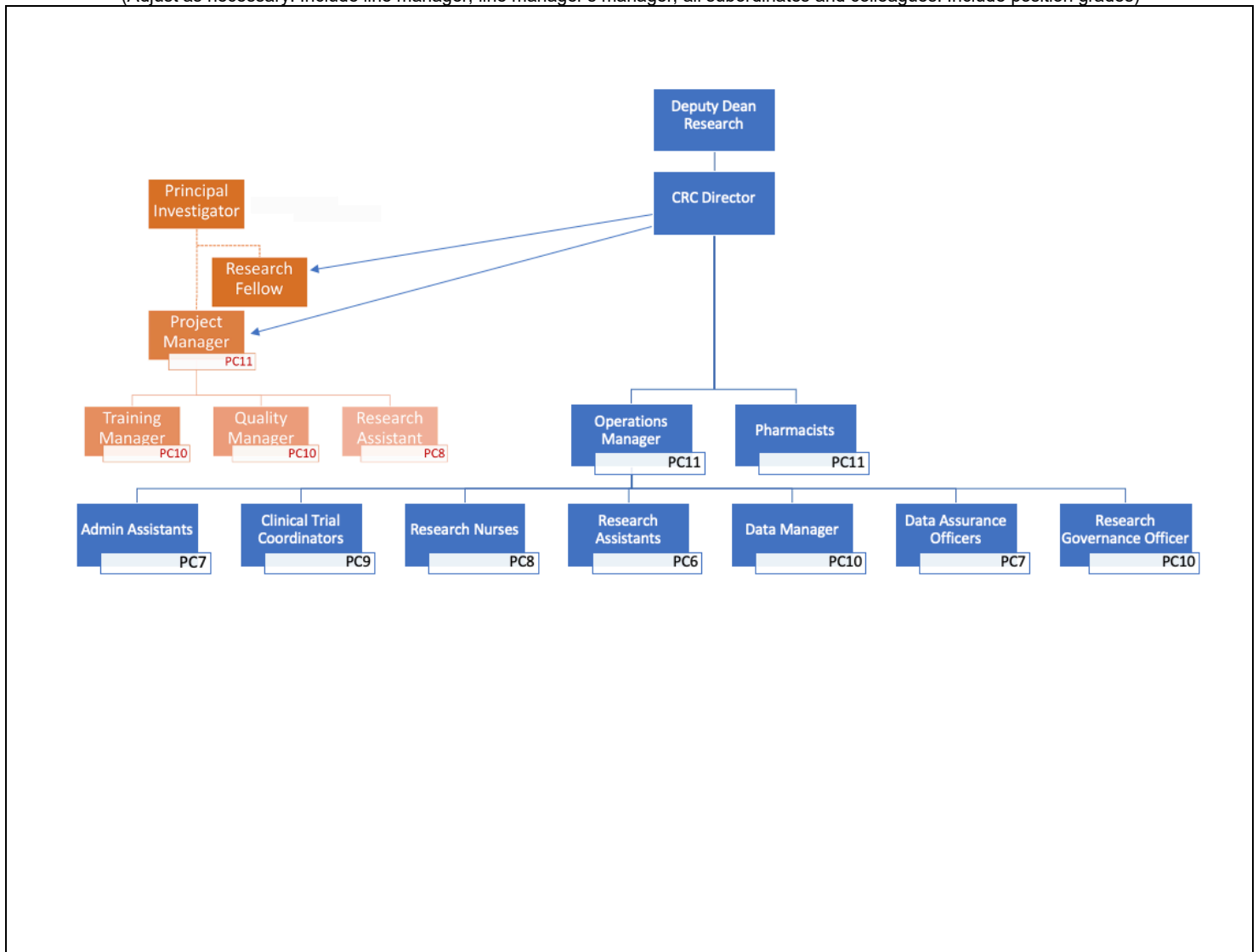
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Director: Clinical Research Centre		
Job title (HR Practitioner to provide)	Director: Clinical Research Centre		
Position grade (if known)	Senior Lecturer/Associate Professor/Professor	Date last graded (if known)	
Academic faculty / PASS department	Academic at Senior Lecturer/Associate Professor/Professor		
Academic department / PASS unit	<b>Research Directorate</b>		
Division / section	Clinical Research Centre		
Date of compilation	June 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 provide strategic leadership to the CRC to achieve its vision as a centre of excellence, that supports the Faculty of Health Sciences advance science and improve health in Africa, through excellent clinical research services leadership, facilities and capacity to train emerging faculty investigators as well as support established clinical researchers.

The director should be a strategic thinker experienced in leadership and management of clinical research units, a team leader to work with the CRC team and its clients and promote the CRC as a core research facility. The director should be knowledgeable about the conduct of the spectrum of clinical trials and have experience as Principal Investigator. Clients of the Centre include industry (pharmaceutical and devices) and academics in the Faculty of Health Sciences, with government or regulatory bodies as potential partners. The director needs to understand the landscape of clinical research and grow a sustainable, competitive, and innovative enterprise. The director will lead, manage, and grow an efficient and dynamic team and firmly establish the CRC as a Centre of excellence in trials and clinical research programs. The director will be based at the CRC and will establish and maintain a management committee consisting of investigators doing research within the CRC. The director will bring studies into the CRC as PI that contribute to the running costs of the CRC.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Management of CRC	20%	<ul style="list-style-type: none"> <li>• Aligns the business strategy of the CRC with the Faculty's vision and mission.</li> <li>• Leads strategic planning to ensure the unit's objectives are aligned with the University's and Faculty's Strategic Plan objectives.</li> <li>• Represents the interests of the unit within the faculty at Faculty Board and Core facilities fora</li> <li>• Builds sustainable research capacity and supporting next generation research leaders.</li> <li>• Generates funds for the research conducted capital and operating funds.</li> <li>• Establish and lead the CRC management committee</li> <li>• Provide regular updates to the director's advisory board and respond to their inputs</li> <li>• Represent the CRC at GSH health and safety meetings and other relevant meetings where the CRC needs representation.</li> <li>• Fosters a culture of excellence, innovation, and continuous improvement within the CRC.</li> <li>• Ensures the CRC's activities and services are aligned with the Faculty of Health Sciences' research priorities and goals.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular attendance and presentation at FHS management meetings</li> <li>• Holding and ensuring accountability to tasks at internal management meetings.</li> <li>• Ensures that the CRC is facilitating research output with potential local relevance and global impact</li> <li>• Engagement with, or membership of, a range of institutional, industry, national, and international structures</li> <li>• Adequate and appropriate representation of the CRC and Clinical research sector at internal and external fora.</li> <li>• All CRC activities are in line with the institutional research strategy.</li> <li>• Securing funding and resources to support the CRC's operations and growth.</li> <li>• Establishing the CRC as a leading clinical research facility recognized for its excellence, innovation, and impact.</li> </ul>

2	Leading clinical research capacity development, strategy, and transformation through the CRC	20%	<ul style="list-style-type: none"> <li>• Enhances the reputation of the CRC and the university by undertaking quality research and communicating that research to the society.</li> <li>• Grows current knowledge of diverse research designs and ensuring a personal and team strength in trial designs.</li> <li>• Develop and implement a long-term strategy for the CRC in partnership with all relevant stakeholders, that ensures the growth of clinical trial research in the Faculty and the Faculty playing a lead role in the clinical trials ecosystem nationally and in Africa</li> <li>• Builds sustainable and transformed clinical research capacity and supporting next-generation research leaders.</li> <li>• Builds and supports a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for the faculty, post-doctoral fellows, and graduate students.</li> <li>• Assists departments to provide support to clinical faculty and students by enriching the research environment.</li> <li>• Develops consolidates and ensures a constant stream of innovative workshops and courses for colleagues and students.</li> <li>• Provides interdisciplinary research training to researchers.</li> <li>• Provides, supports and enhances the communication of support to the faculty, post-doctoral fellows, and graduate students in terms of internal and external research opportunities.</li> <li>• Engages with Undergraduate and Postgraduate Education, Operations, Finance, Transformation, and other Faculty functions to ensure alignment with Faculty vision, mission and strategic goals.</li> <li>• Pursues the equity goals of the university in the operations of the CRC</li> <li>• Acts as the nexus between the university and the clinical research community with respect to research initiatives of mutual benefit.</li> <li>• Promotes the Faculty research agenda through linkages and close ties with marketing and communication strategies to disseminate findings of CRC- assisted research.</li> <li>• Regular communicator of CRC activities and opportunities for Faculty and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend research meetings and relevant conferences</li> <li>• Ensure progressive growth in research infrastructure and facilities in order to support, promote and enhances clinical research capacity development</li> <li>• Providing regular internal training for researchers and research staff</li> <li>• Supervision and support for research fellows and emerging investigators</li> <li>• Planning and implementation of workshops, courses, presentations, and lectures to build research capacity</li> <li>• Establishing the CRC as a hub for innovative clinical research, recognized for its excellence, impact, and contribution to the Faculty's and university's research agenda.</li> <li>• Securing funding and resources to support the CRC's capacity development initiatives and growth.</li> <li>• Demonstrating the CRC's role in advancing the Faculty's research priorities and goals.</li> <li>•</li> </ul>
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3	Driving the growth of research, research training and outputs within the CRC and the faculty	15%	<ul style="list-style-type: none"> <li>• Actively promotes the CRC as a core facility within the FHS.</li> <li>• Manages effective and accountable use of Faculty research funding.</li> <li>• Manages and executes the strategic business model for the CRC.</li> <li>• Active pursuit of resources to support growth and development of clinical research endeavors within the faculty.</li> <li>• Understands and engages with the CRC business plan and presenting a regular report on progress</li> <li>• Engages with financial colleagues to ensure competitive and sustainable processes within the CRC</li> <li>• Develops mutually beneficial linkages with industry to develop partnerships and collaborative research.</li> <li>• Enhances the reputation of CRC and the university by undertaking quality research and communicating that research to the stakeholders.</li> <li>• Aligns with faculty mission to educate health professionals, educators, and scientists for life including supervision and training.</li> <li>• Encourages and supports the raising of funds for the research conducted by the CRC, including capital and operating funds and cooperates with the Alumni and Development Department's initiatives.</li> <li>• Develops strong linkages with appropriate academic departments and units.</li> <li>• Nurtures and mentors research partnerships within the Faculty and University, as well as nationally, regionally and internationally.</li> </ul>	<ul style="list-style-type: none"> <li>• Attracts clinical trials by becoming a preferred provider of clinical research support services</li> <li>• Attracts research funding</li> <li>• All professional service activities are costed in line with Faculty research enterprise budget principles and sustainability.</li> <li>• Efficient and optimal management of CRC operational funds,</li> <li>• Efficient and optimal management of grants administered by the CRC,</li> <li>• Funds from donors and income generated through the agency of the CRC</li> <li>• Ensure the uploading of CRC information to the FHS website</li> <li>• Provide UCT with information regarding CRC and the resources within</li> <li>• Strategic planning for the development of CRC, including what is going to be needed and providing input into regular strategic updates.</li> </ul>
4	Optimizing research management, administration, resourcing, and infrastructure	10%	<ul style="list-style-type: none"> <li>• Improves the research management information system in the CRC, and for clients.</li> <li>• Ensures the CRC's research is undertaken in compliance with relevant regulatory frameworks, ethics guidelines and safety procedures.</li> <li>• Oversees the proper discharge of administrative duties of the CRC including supervising personnel, financial management and operations.</li> <li>• Works effectively with the Centre's governance committees.</li> <li>• Manages the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behavior are met.</li> <li>• Manages the space needs of the CRC in cooperation with appropriate university authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Project managers, Pharmacists, and research nurses and administrators understand roles, responsibilities, and objectives.</li> <li>• Project managers, Pharmacists, and research nurses and administrators' performance is assessed regularly, and feedback provided</li> <li>• Staff are encouraged and supported to take advantage of development opportunities.</li> <li>• Ensuring that CRC is optimally staffed and resourced.</li> <li>• Management and research team are coached and mentored.</li> <li>• Staff perform at the level expected and produce.</li> <li>• Outputs which support the strategic goals of CRC</li> <li>• Guide and assist in the development of current staff through research and additional / further qualification.</li> </ul>

5	Writing and Social responsiveness	10%	<ul style="list-style-type: none"> <li>• Follows international best practice guidelines</li> <li>• Adheres to protocol specifications</li> <li>• Aligns with faculty mission to educate health professionals, educators, and scientist for life including supervision and training.</li> <li>• Publishes relevant clinical research</li> <li>• Promotes social responsiveness through linkages with community and clients with communication strategies to disseminate important and relevant information.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of CRC protocols that promote socially responsive, community centered and locally relevant clinical trials</li> <li>• QC of data and reports and oversight of timely dissemination of output in a manner that ensures appropriate community involvement</li> <li>• Clinical reports for the unit</li> </ul>
6	Bring in own new studies through the CRC as principal investigator	25%	<ul style="list-style-type: none"> <li>• Submit grant applications as PI for studies to be conducted within the CRC</li> <li>• Manage the related grants within the CRC</li> <li>• Oversee conduct of these studies</li> <li>• Build in own salary contribution from these studies – 25% (after a 2 year grace period)</li> <li>• REVIVE trial leadership within UCT and the CRC for the 4 years that the study is active: 2024-2028. This trial provides 15% FTE towards the director's salary for this time.</li> </ul>	<p>Bring in 25% of director's salary from grants and own projects (a grace period of two years to be allowed after starting in this position) Provide leadership and oversight for the REVIVE trial conduct within the CRC and UCT</p>

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>MBCChB or MD equivalent qualification, plus Masters and/or PhD or equivalent qualification, coupled with 3 years relevant experience in a similar environment of which 3 years supervisory / management level</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>At least three years' experience working at a strategic level with senior management in a university and /or research facility.</li> <li>Proven academic and research stature</li> <li>Experience managing a research group in the health sciences</li> <li>Experience as a Principal Investigator of an industry sponsored clinical trial(s).</li> <li>Experience as a Principal Investigator of an investigator-led clinical research.</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Solid teamwork and interpersonal skills and the ability to communicate well with clients, employees, and senior management.</li> <li>Ability to exercise independent judgment and creative problem-solving techniques.</li> <li>Strong business planning, analytical and conceptual skills</li> <li>Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of diverse scope in a cross functional environment.</li> <li>Ability to develop new system approaches to solve problems and seize opportunities for sustaining business success</li> </ul>			
Knowledge	Knowledge of the health research funding environment (national and international) Knowledge of the higher education research environment Understanding of Clinical research financing Sound knowledge into the principles and current trends nationally and internationally in Human Research and Ethics and Research Integrity.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Appropriate management of confidential information			
Professional registration or license requirements	HPCSA registered medical practitioner			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Strategic thinking and planning skills	2/3	University awareness	2
	Project management skills	2/3	Planning and organizing / work management	2/3
	Quality commitment / work standards	2/3	Building interpersonal relationships	2/3
	Proven written and verbal communication skills	2/3	Accountability & leadership skills	2/3

### SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> <li>Managing strategic clinical research-related initiatives, especially with a view to improved research governance, financing, risk mitigation and sustainability in clinical research across the Faculty</li> <li>Conducting, promoting and providing strategic advice on clinical research for FHS and UCT's Research Office</li> <li>Promoting clinical research in Health Sciences to external stakeholders &amp; developing partnerships</li> <li>Ensuring a sustainable competitive Clinical Research Facility.</li> <li>Soliciting, scoping and applying for Clinical research funding opportunities</li> </ul>
Amount and kind of supervision received	Minimal, Line managed by Deputy Dean for Research
Amount and kind of supervision exercised	Intermediate, Line manages 2 pharmacists, 1 clinical operation manager,
Decisions which can be made	Performance of clinical research; Research funding application, new clinical research curricula, letter of commitment authorization, external visitor hosting, and workflow changes

Decisions which must be referred	Final recommendation for approval by the DDR for costing of services, CRC budget as determined by the Faculty Finance Manager, Research Finance Manager and Director of Faculty Operations
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**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Deans' office, UCT Research Office, FHS Research Finance, Faculty staff & students, academics
External to UCT	Pharmaceutical industry, Sponsors, monitors, auditors, project managers