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

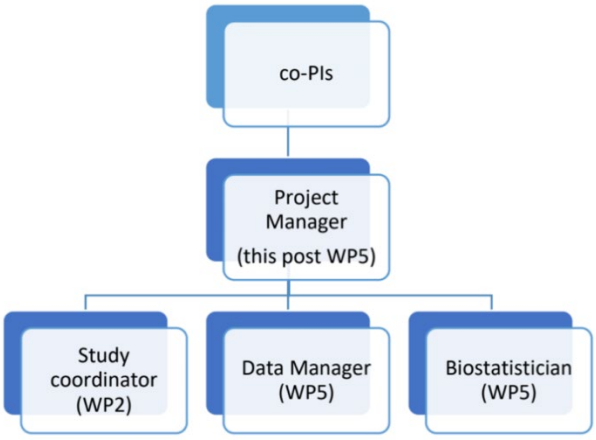
NOTES

- 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	Project Manager (Clinical Trials Manager)		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC11	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Medicine		
Division / section	Desmond Tutu HIV Centre		
Date of compilation	25 May 2024		

ORGANOGRAM



PURPOSE

The main purpose of this position is:

The purpose of this Project Manager position is to provide strategic operational and resource management support to the Dolphin3 consortium; to provide leadership and take responsibility for overseeing completion of deliverables across several work packages and sites; including trials coordination and high-level administration to support funder requirements, as well as supporting delivery of the academic programme and daily administrative duties.

You will be based at UCT within the clinical trial management team, reporting to Prof. Catherine Orrell and Dr Thokozile Malaba (co-PIs); while working alongside a multi-disciplinary team from 4 institutions other than UCT, including University of Liverpool, Liverpool School of Hygiene and Tropical Medicine (UK), Radboudumc (Netherlands) and the Infectious Diseases Institute at the University of Kampala (Uganda) to deliver the project.

This job description is not an exhaustive list of all the tasks, and, in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain the same.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Project Operations	40%	• In coordination with the clinical trial management team, implement, maintain and evaluate the project: including deliverables across all work packages, specifically relating to protocol timeline adherence and data quality. • Co-ordinate the development, implementation and maintenance of data and quality management plans which adhere to sponsor requirements, local regulatory guidelines and good clinical practices. • Oversight of adherence to sponsor policies and procedures with respect to accreditation of sites, protocol/deliverable activation and study implementation. • Oversight of human subject research processes: all sites compliant, up to date with country regulatory and local ethics approvals and annual renewals. • Implement and monitor deliverable timelines for clinical operations, data entry and quality management, as agreed upon by the project management team. • Responsible for documenting operational and quality issues that arise and feedback to appropriate line managers. • In coordination with the clinical trial support team, implement, maintain and evaluate the clinical quality assurance process, specifically relating to protocol adherence and data quality. • Develop and deliver progress reports, proposals, study documentation and presentations to sponsors, ethics, regulatory and other stakeholders. • Give support to site study Coordinators (SCOs) to optimally conduct the study protocol in line with sponsor and regulatory requirements. • Assist SCOs to ensure that specific administrative, operational and clinical policies are adhered to for their staff including evaluation and retraining where indicated. • Oversee external evaluation and retraining where indicated. • Oversee external evaluation monitoring and manage the resolution of all queries. • Participate and provide feedback in conference calls, local and international meeting.	• Management plans (CQMP, DQMP etc.) are current and training is up to date. • Sponsor policies and procedures are implemented and adhered to. • Data quality management targets are met. • Clinical trials are implemented and run according to funder and sponsor expectations. • Management team is well-represented in conference calls and local and international meetings. • In-depth knowledge of the requirements of all project protocols.

2	Resource Management	20%	• Participate in the identification and management of strategic operational site requirements, e.g. space requirements, renovations. • Conduct thorough workforce planning for all studies in collaboration with trials management team to predict staff requirements 12-24 months in advance. Coordinate staff requirements and recruitment for project specific activities. • Liaise with HR Dept. in the development and implementation of career development programs. • Assist with coordination of staff training and development needs. Staff management includes: • Directly line manage 2-4 staff (data manager, biostatistician, with dotted line to WP2 SCOs). • Monitor roles and responsibilities for staff. Ensure staff are adequately trained and that certification is current. • Identify staff training needs and coordinate training and development. • Manage performance of staff and develop action plans to resolve barriers to performance. • Perform performance assessments of relevant staff and provide constructive feedback to staff as per UCT Performance dialogue process. • Assist with staff recruitment, interviews and disciplinary procedures. • Schedule staffs leave and maintain staff records. • Ensure effective communication with managers of multifunctional staff.	• Contribute to the strategic management planning of the sites. • Staff needs are assessed on a regular basis. • Effective action taken with regards to staff needs and recruitment. • Staff are managed and performance appraised according to company policies and procedures. • Effective communication between all staff working at the CRS.
3	Finance Management	25%	• Be major point of liaison with funder (EDCTP) and sponsor organisation (UCT), ensuring grant and financial compliance. • Responsible for overseeing grant and consortium agreements are in place; and funds are appropriately transferred to partner sites. • Responsible for salary allocations at the sponsor site (UCT). • Responsible for expenditure authorisation and allocation across the project and oversight of invoicing. • Review monthly income vs expenditure and strategise to ensure optimal use of funds and sustainability of the project. • Support the grant process from budget development to final reports to funder, ensuring budget/grant compliance.	• Monthly salary allocations correct. • Budgets reviewed and finalised. • Contracts reviewed and signed. • Regular finance meetings with sponsor finance team. • Underspend correctly allocated before end of financial year. • Grant and financial reports completed.

			• Review contacts and oversee compilation of study budgets with the support of the principal investigators and financial team. • Ensure that the contracts are signed by the relevant stakeholders timeously, ensuring that finance is setup to facilitate operations. Ensure that filing of contracts is as per organisational guidelines.	
4	Administration	15%	• Organise and chair weekly consortium meetings (agenda, minutes) and oversee organisation of annual consortium meetings. • Supervise completion of project / sponsor reports as well as any internal reports (e.g., financial and progress reporting and annual Ethics review). • Oversee overall site administration (as per standard operation procedures (e.g., procurement commitments, sub-contracts etc.). • Ensure that the project has the adequate and suitable resources to complete its activities (e.g. people, material, equipment etc.). • Ensure all documentation requirements are met and audit ready including the maintenance of required Standard Operating Procedures, adherence to Financial and HR policies and procedures, sponsor and regulatory reporting requirements and staff training documentation. • Oversee all day to day operational, structural, IT and administrative processes to ensure project team remains fully functional at all times.	• Project reports, annual reports and financial reports are completed on time. • Project adequately resourced. • Project audit ready at all times. • Project functional at all times.

MINIMUM REQUIREMENTS

Minimum qualifications	• At least 3 years' study coordination or project management in a clinical research environment. • Ideally, a tertiary degree in a health science-related field or studying towards one.
Minimum experience (type and years)	• At least 5 years' clinical research experience. • At least 5 years' experience in staff supervision. • Experience in writing reports (both financial and narrative) and drafting budgets for research projects preferred.
Skills	• Fluency in Microsoft Office suite (Word, Excel, PowerPoint).
Knowledge	• Strong management, coordination and supervisory skills. • Highly self-motivated, able to work independently, manage multiple tasks in parallel and adapt to changing priorities.
Professional registration or license requirements	• As appropriate to qualification.
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
	Strong interpersonal skills.	2	Detail-oriented.	2
	Ability to work under pressure.	2	Communication (verbal and written).	2
	Computer literacy (email, word processing and spreadsheet programmes).	2	Ability to defuse tension among project team, should it arise.	2
	Professional knowledge and skill.	2	Resource management.	2
	People management including performance management.	2	Problem solving.	2
	Decision-making.	2	Building partnership.	2
	Facilitating change.	2	Teamwork.	2
	Planning and organising.	2	Conceptual thinking.	2
	Creativity and innovation.	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	Minimal. Incumbent should be able to work independently
Amount and kind of supervision exercised	Reporting staff
Decisions which can be made	Operational & Financial decisions
Decisions which must be referred	Strategic decisions, budgetary decisions. (over R?)

CONTACTS AND RELATIONSHIPS

Internal to UCT	All relevant Faculties and Departments
External to UCT	Sponsors