

NOTES

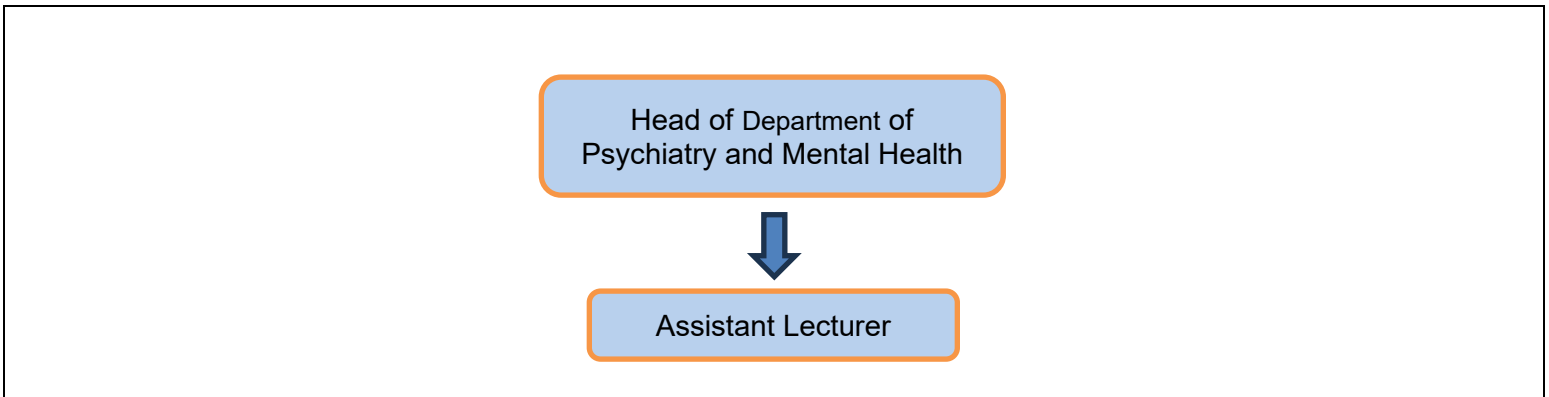
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Assistant Lecturer		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Psychiatry and Mental Health		
Division / section	Division of Psychopharmacology and Biological Psychiatry		
Date of compilation	23 August 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose is:

We are embarking on a new PGDip in Philosophical Counselling. This position will be responsible for convening the course and teaching.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and learning Postgraduate programme	60%	<ul style="list-style-type: none"> • Postgraduate teaching to Postgraduate Diploma in Philosophical counselling students. • Review course content and materials, updating when required. • Ensure that course design and delivery comply with the quality standards and regulations of the university and the department. 	<ul style="list-style-type: none"> • High quality materials for the undergraduate/postgraduate teaching programmes are regularly updated. • Relevant and up-to-date content of the teaching materials is delivered. • The number of postgraduate student graduates is maintained and preferably increased.
2	Research	25%	<ul style="list-style-type: none"> • Obtain research grant • Complete, publish and disseminate research findings in notable peer reviewed journals • Give presentations on research findings. 	<ul style="list-style-type: none"> • Research findings are regularly published in peer reviewed journals. • Research findings are disseminated at national and international level through presentations.
3	Leadership, management and administration	10%	<ul style="list-style-type: none"> • Perform administrative functions at Departmental, Faculty and University level, if needed, and also related to teaching and research 	<ul style="list-style-type: none"> • Responsibility of contributing to the smooth functioning of the Division of Psychopharmacology and Biological Psychiatry by leading/managing the postgraduate courses/students.
4	Social responsiveness	5%	<ul style="list-style-type: none"> • Translate research findings into the community, for the benefit of the public, where relevant. 	<ul style="list-style-type: none"> • Some evidence of participating in evidence-based policy development, channeling research findings into policy development processes and conducting policy advocacy.

MINIMUM REQUIREMENTS

Minimum qualifications	PhD qualification in philosophy/bioethics			
Minimum experience (type and years)	<ul style="list-style-type: none"> Evidence of experience in academic administration and lecturing (2 years) Demonstrated ability to work in an interdisciplinary environment 2 years of post-PhD academic experience 			
Skills	<ul style="list-style-type: none"> Planning, preparation and delivery of lectures and other teaching offerings. Strong management skills, evidenced through effective course convening and academic administration. Dissemination of scholarly and research outputs in journal publications and conference contributions. Ability to work in an interdisciplinary environment Person will be expected to conduct research in this area 			
Knowledge	Evidence-based mental health interventions practice and research.			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	None			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytic thinking/problem solving	2	Teamwork/collaboration	2
	Building interpersonal relationships	2	Conceptual thinking	2
	Client/student service and support	2	Planning and organising/work management	2
	University awareness	2	Written communication	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> Undergraduate teaching and training Postgraduate teaching and training Research and development Management and leadership Social engagement
Amount and kind of supervision received	Guidance and mentorship are received from the Head of Division and the Head of Department.
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 level. Full control of teaching and learning responsibilities 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 Psychopharmacology and Biological Psychiatry, and the Department of Psychiatry and Mental Health, the Faculty of Health Sciences, and the University.
External to UCT	Relevant stakeholders (outside UCT)