

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

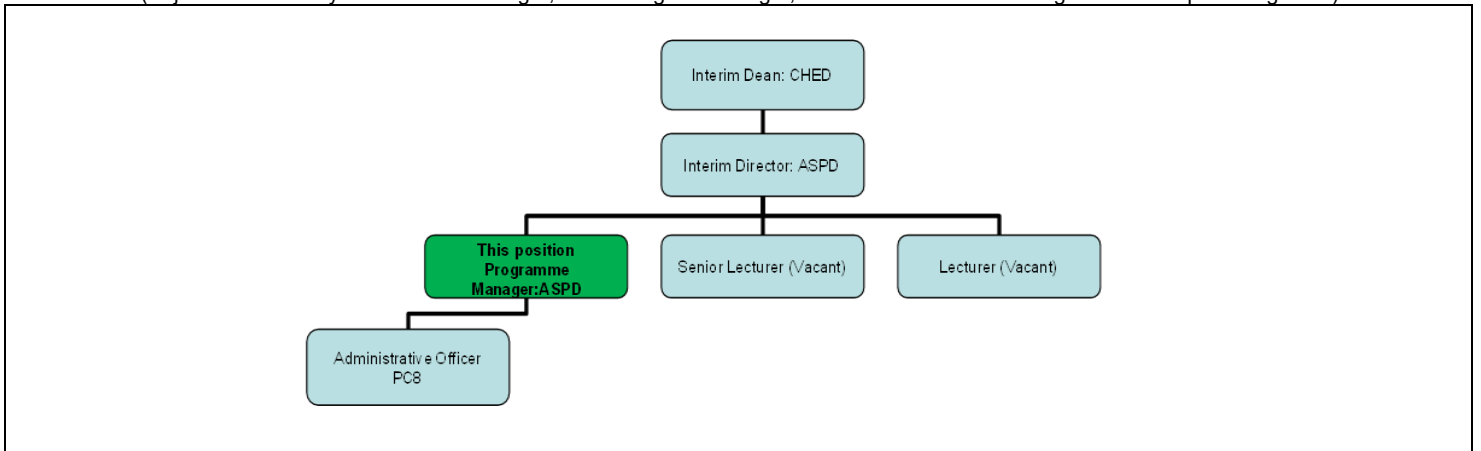
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	ASPD Programme Manager		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 10	Date last graded (if known)	2020
Academic faculty / PASS department	CHED		
Academic department / PASS unit	ASPD		
Division / section	ASPD		
Date of compilation	27 September 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 and operational oversight and management and design of CHED academic and professional staff development offerings both within the faculty, across the wider university as well as the region and the HE sector nationally.

The Programme Manager (PM) participates in the development and operationalization of policy guiding the mission, vision and implementation of staff development activities and programmes, offered by CHED, across a wide range of activity types and modes of delivery. This is to be achieved through programme design and development, program delivery, operational management and administration. The position is located in the Academic Staff and Professional Development (ASPD) Unit in the Dean's Office in CHED and reports to the Interim Director of the ASPD – with a dotted line of reporting to the Dean of CHED. The programme manager in turn manages financial and budgetary matters as well as administrative staff in ASPD.

Substantively, the position deals with work that is generated by and responded to by the ASPD, but the position also requires a focus on wider staff development activity generated by other departments in CHED, in particular in the Centre for Innovation in Learning and Teaching (CILT), the Academic Development Programme (ADP) and the Centre for Educational Testing for Access and Placement (CETAP). In addition, the outward facing ambit of the role requires the Programme Manager to be responsive to the needs for staff development identified and generated across the wider institution, so the position has both a faculty and an institution-facing focus. Additionally, the Programme Manager will contribute to strategy and policy development of ASPD offerings that have a regional and national focus. The PM is involved in managing all stakeholder relations and partnerships. This would include development of a marketing and communications strategy and plan and implementation of a marketing plan and social media presence.

The PM role also has an M and E function which involves design, development and implementation of needs-analyses and evaluation instruments and other reporting mechanisms as required by ASPD and Dean of CHED. Based on outcomes of ongoing evaluation, the PM will be required to partner with university stakeholders to create appropriate solutions. Data from such evaluations are to be documented for preliminary document analysis by the PM and the unit head.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategy and policy development and execution	15%	<p>Understand HE sector policy as related to ASPD</p> <p>Source varieties of models of staff development work locally, regionally, nationally. Demonstrate understanding of what staff development work is undertaken.</p>	<p>Conduct ongoing needs analysis across UCT to identify new courses, offerings etc for the ASPD work and draw up initial strategic responses to needs. Inform the development of policy regarding ASPD models at UCT and beyond.</p>
2	Programme Design and Development	15%	<p>The PM will be responsible for the successful design and development of programmes for ASPD.</p> <p>Responsible for design of colloquia, symposia and conferences related to ASPD work, at UCT and beyond.</p> <p>The PM will be responsible for developing and managing robust systems for all aspects of ASPD work.</p>	<p>Design various templates for proposed programmes and events. Develop vision for future programme based on evaluation of all programmes.</p>
3	Programme delivery, operational management and administration	20%	<p>The PM is responsible for the management of all ASPD offerings initiated and implemented by the unit as well as managing the logistical resources related to ASPD programmes.</p> <p>The PM will liaise with CHED departments to maintain regular communication and discussion about ASPD collaborative projects.</p> <p>The PM will develop and maintain relations with internal and external stakeholders through regular communication.</p>	<p>Responsible for planning of events for the term, semester, year and beyond.</p> <p>The PM will be responsible for the oversight of the successful implementation of all ASPD offerings, internally and externally. Email and other communication as well as dissemination of material to workshop participants through LMS</p>

4	Resource management: Finance and Budgets	10%	<p>The PM will be responsible for the methodical and meticulous handling of all ASPD finances for example UCDG reporting etc and maintaining the integrity of the ASPD fund.</p> <ul style="list-style-type: none"> Responsible for budgeting and tracking expenditure for staff development activities. Report on likely spend in respect of travel expenses for the year. Reporting for specific grants and overall activities. Provide information on expenditure to the Director to enable the preparation of budget reports and to monitor spending. <p>Follow up to ensure that payments received from clients / partners by liaising with Finance.</p>	<p>Provide financial reports and evidence; prepare for audits; compile budgets for ASPD</p> <ul style="list-style-type: none"> Appropriate budgeting and accounting. Grant management and reporting. Accurate reports prepared on time. Forecast of travel spend is prepared Information on expenditure provided for the preparation of budgets and reports. <p>Payments received from service providers / partners (follow up, remind, monitor)</p>
5	Stakeholder relations management and partnerships	15%	<p>The PM will be responsible for the strategic marketing plans for all programmes, workshops and related work of the ASPD unit as well as the design of website and all other social media activities related.</p> <p>The role requires working closely with leadership in other faculties such as HoDs regarding ASPD offerings and points of collaboration. The PM will interact and communicate with academics across UCT to support their interactions with ASPD programmes.</p>	<p>The PM will interact and communicate with academics across UCT to support their interactions with ASPD programmes.</p> <p>The PM will liaise with CHED and other departments to maintain regular communication and discussion about ASPD collaborative projects.</p> <p>The PM will oversee the regular updating of all media related work. The PM will develop and maintain relations with internal and external stakeholders through regular</p>
6	Monitoring, evaluation and reporting (includes needs analysis and partnering with university stakeholders to provide solutions)	10%	<p>Responsible for needs analysis regarding what events and resources are needed for staff development within and outside CHED</p> <p>Proactively engage with CHED and faculty based staff to identify opportunities for staff development</p> <p>Strategise and prioritise, in conjunction with the Interim Director, ASPD directions and needs in the institution, the region and nationally. The PM will monitor and evaluate the various programmes of the ASPD and is responsible for related reports.</p> <p>Reach and impact analysis</p>	<p>Design models of evaluation to team for review and adoption.</p> <p>Develop M&E plan and implementation.</p> <p>Provide first-level analysis of emergent data.</p> <p>The PM will compile reports for CHED annual report and other related reports.</p> <p>Conduct ongoing needs analysis across UCT to identify new courses, offerings etc for the ASPD work and draw up initial strategic responses to needs.</p> <p>In conjunction with administrator, the PM will manage the documentation, curation and archiving of all necessary resources and evidence related to ASPD work</p>

7	Resource management: People	5%	<p>The PM will line manage administrative resources for the ASPD work.</p> <p>The role requires working closely with leadership in other faculties such as HoD's regarding ASPD offerings and points of collaboration.</p>	<p>Manage relations with all project partners and stakeholders.</p> <p>The PM will identify relevant presenters and facilitators and manage relations for all programmes.</p> <p>Database of facilitators and their expertise/experience.</p>
8	Project management	10%	<p>Manage the ASPD project over various time cycles and reporting cycles. The PM will ensure efficient operations and procedures by developing and managing robust systems for reporting.</p> <p>The PM will undertake preliminary research into current trends in ASPD work nationally, on the continent and globally and help to develop strategic vision for the ASPD work on ongoing basis.</p> <p>The PM will keep abreast of current debates and issues in HE sector pertaining to teaching and learning and as relates to ASPD work.</p>	<p>Documented analysis of staff development needs.</p> <p>Develop plan for engagement within CHED and beyond, within faculties and the institution, and within the region and the sector nationally.</p> <p>Project management plans and coherence.</p> <p>Utilise planning and logging systems to plan and monitor.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	An NQF 8 level qualification e.g. a Postgraduate Degree, preferably in Education or Social Science			
Minimum experience (type and years)	Project leadership, management and co-ordination, 3 years			
Skills	Project management; interpersonal and written communication; people management; experience with social media.			
Knowledge	Knowledge of the HE sector, in particular in relation to HE teaching and learning; Events management; M&E knowledge; Marketing and communication			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Understanding staff development	3	Planning and organisation	3
	Monitoring and evaluation	3	Analytical, conceptual thinking and problem-solving	3
	Teamwork/collaboration	2	Client service	2
	Communication (written and oral, presentation, report writing) inclusive of interpersonal communication	3	University Awareness	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Needs analysis; programme planning; financial management; events co-ordination; curation; Monitoring and Evaluation
Amount and kind of supervision received	Supervised by staff development co-ordinator and dotted line to Dean
Amount and kind of supervision exercised	Supervision of pay class 8 Project Administrator.
Decisions which can be made	Consultation; co-ordination; programme implementation.
Decisions which must be referred	Those which require team decision-making; those requiring strategic thinking and decision-making.

CONTACTS AND RELATIONSHIPS

Internal to UCT	CHED academics and PASS staff; faculty Deputy Deans T&L; institutional staff development staff
External to UCT	Teaching and Learning Centre (or equivalent entities) staff regionally and nationally; DHET; USAf