

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

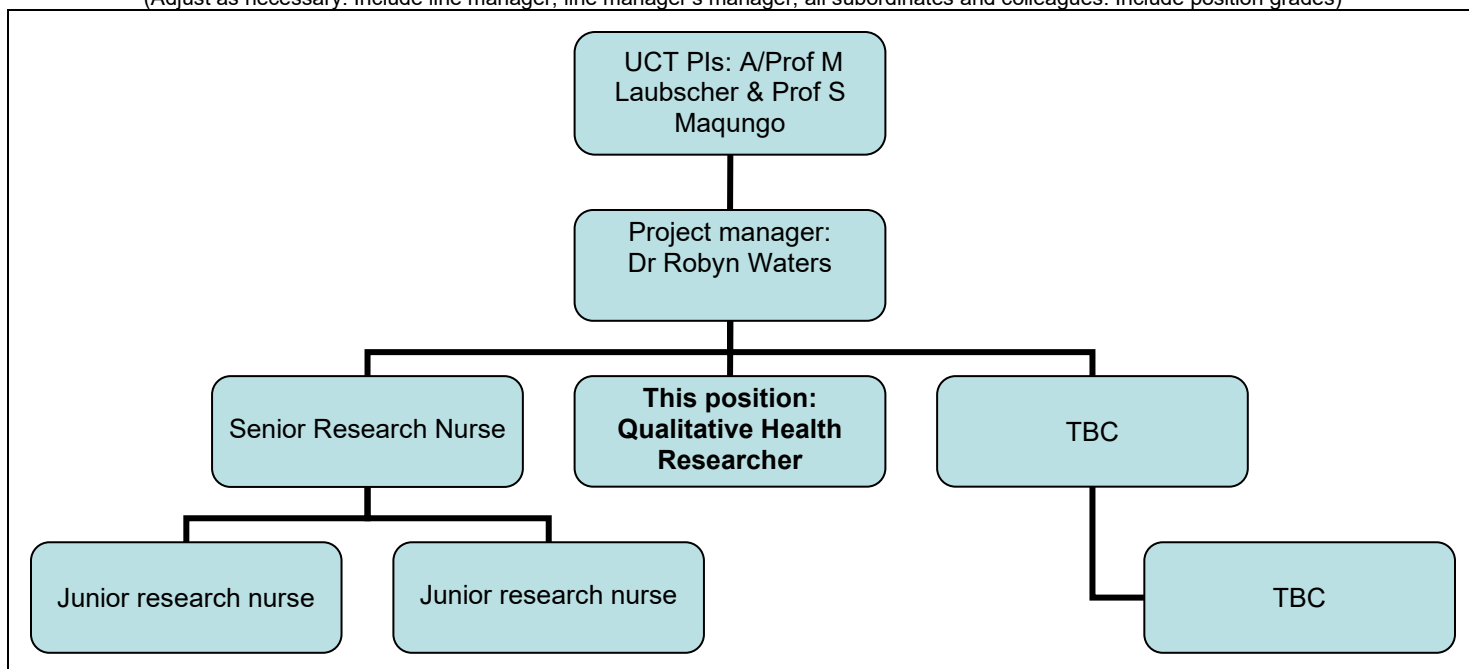
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Qualitative Health Researcher		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Surgery		
Division / section	Division of Orthopaedic Surgery		
Date of compilation	16 March 2026		

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:

The main purpose of this position is to lead and support the design, implementation, and analysis of qualitative research within musculoskeletal (MSK) injury and health systems studies. The postholder will generate high-quality evidence on patient, provider, and system-level experiences of injury care through interviews, focus groups, and observational methods, and contribute to the interpretation and dissemination of findings. The role also involves coordinating fieldwork activities, ensuring ethical and rigorous data collection and management, and working collaboratively with multidisciplinary and international partners to inform improvements in injury care and health system strengthening.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1. Study Coordination & Fieldwork	30%	Organise and coordinate research visits, interviews, and observational fieldwork; liaise with participants (patients, caregivers, healthcare providers, traditional practitioners); manage logistics and scheduling	Fieldwork conducted efficiently and on schedule; high participant recruitment and engagement; well-organised and documented site activities
2. Data Collection	20%	Conduct qualitative interviews, focus groups, and observational fieldwork in line with study protocols	High-quality, complete, and ethically collected qualitative data aligned with research objectives
3. Data Management	15%	Transcribe, translate, anonymise, and securely store qualitative data; ensure compliance with institutional and NIHR policies; transfer data to collaborators	Accurate, complete, and anonymised datasets securely stored and shared in accordance with governance requirements
4. Data Analysis	15%	Code and analyse qualitative data using established approaches (e.g., thematic analysis); contribute to interpretation within the research team	Rigorous, well-documented analysis with clear themes and insights to inform study findings
5. Research Outputs & Dissemination	10%	Contribute to writing manuscripts, reports, and presentations; present findings to team members and stakeholders	Timely contributions to publications, reports, and presentations; clear communication of findings to relevant audiences
6. Teamwork and Communication	5%	Participate in regular meetings; collaborate with local and international partners; communicate progress effectively	Active engagement in team activities; clear, timely communication and reporting
7. Compliance and Administration	5%	Maintain study documentation and records; adhere to ethical standards and study protocols	Accurate, up-to-date study records; full compliance with ethical and regulatory requirements

MINIMUM REQUIREMENTS

Minimum qualifications	Undergraduate degree in relevant discipline such as a BSc or BA (examples include sociology, psychology, anthropology, health services research) Desirable: MA or MSc in a discipline relevant to qualitative research			
Minimum experience (type and years)	At least 3–5 years' experience in qualitative health research Essential: - Proven experience leading qualitative data collection and analysis - Experience of organizing research visits, fieldwork, interviews, including contact with potential participants and arranging own travel and diary to conduct data collection - Experience of transcribing qualitative interviews and/ or focus groups according to study protocols - Experience in producing written reports of research findings - Experience in contributing to team meetings, including taking the lead where asked to do so and organising meetings. Desirable: - Experience carrying out observational fieldwork using observational checklist, taking fieldnotes and writing into full fieldnotes for analysis - Experience in analysing qualitative data, including coding data and developing themes or categories as appropriate - Experience working within a collaborative study team to contribute to interpretation of findings			
Skills	Essential - Ability to organise and manage research visits, fieldwork, and interviews, including participant engagement and logistics - Ability to conduct qualitative interviews and focus groups - Ability to transcribe qualitative interviews and/or focus groups according to study protocols - Strong organisational and time management skills - Ability to work independently, using initiative and problem-solving skills - Ability and willingness to travel to research sites - Excellent written communication skills in English, with attention to clarity and detail - Ability to produce clear written reports of research findings - Ability to contribute effectively to team meetings, including leading when required - Fluency in English Desirable - Skills in conducting observational fieldwork, including use of checklists and detailed fieldnote writing - Skills in qualitative data analysis, including coding and theme development - Ability to work collaboratively within a research team to interpret findings - Presentation skills (e.g., delivering research findings using PowerPoint) - Academic writing skills for peer-reviewed publication - Proficiency in additional local languages - Valid driver's license and ability to travel independently to research sites			
Knowledge	Essential - Knowledge of qualitative health research methodologies including study design, data collection (interviews, focus groups, observation), and analysis (e.g., thematic analysis) - Knowledge of a range of qualitative data collection approaches (e.g., interviews, focus groups using topic guides) - Knowledge of ethical principles and good clinical practice (GCP) in the conduct of health research Desirable - Knowledge of qualitative data analysis approaches (e.g., coding, thematic development) - Understanding of observational research methods, including structured observation and fieldnote development - Understanding of collaborative research processes within multidisciplinary teams			
Professional registration or license requirements	Driver's license			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Languages: English, understanding of basic Afrikaans (preferable) Willingness and ability to travel to conduct fieldwork, which may necessitate overnight stays. Willingness to travel internationally for conferences or project activities, subject to project needs and available funding.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Building interpersonal relationships	3
	Communication	3	Adaptability/ flexibility	2
	Planning and organizing / work management	3	Conceptual thinking	3
	Teamwork / collaboration	3	Research support skills	3

SCOPE OF RESPONSIBILITY

Functions responsible for	The key responsibilities for this post are: • Organise research visits, interviews, observational fieldwork, including contact with potential participants such as patients who have had a musculoskeletal injury and their family members/ carers, healthcare professionals delivering fracture care • Carry out qualitative interviews, focus groups and observational fieldwork on experiences of accessing and delivering care for musculoskeletal injuries. • Translate and transcribe audio recordings according to study protocols • Anonymise transcriptions and observational fieldnotes, file appropriately and transfer to researchers at the University of Oxford and Bristol in keeping with policies • Analyse qualitative data using established approaches including thematic analysis • Contribute to writing articles for peer reviewed journals in collaboration with colleagues • Present findings to colleagues and other stakeholders • Organise and maintain storage of data in keeping with the NIHR Global Health Group and institutional policies • Ensure that study records and outputs are effectively produced and maintained • Attend weekly and regular meetings with the in-country and wider study team, using video conferencing technology (e.g. Zoom, Teams) • If circumstances permit, attend in person meetings
Amount and kind of supervision received	• Works under general supervision of the PI/project lead • Receives guidance on study design, analysis, and reporting • Operates with day-to-day independence on assigned tasks
Amount and kind of supervision exercised	• Provides guidance on qualitative data collection and analysis • Contributes to training of site teams (e.g. interviews, REDCap use)
Decisions which can be made	• Day-to-day planning and execution of qualitative research activities • Selection of appropriate qualitative methods within study protocols • Management of data collection processes and timelines
Decisions which must be referred	• Major methodological changes or deviations from protocol • Budgetary decisions and resource allocation • Ethical issues or amendments requiring formal approval • Strategic project decisions and external collaborations

CONTACTS AND RELATIONSHIPS

Internal to UCT	Project Manager, PI and Co-PI
External to UCT	Project team and relevant stakeholders (both locally in SA, SSA: Malawi and Tanzania and globally, United Kingdom)