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	Senior Lecturer		
Job title (HR Practitioner to provide)	Senior Lecturer		
Position grade (if known)	Academic Level	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Dermatology: Hair and Skin Research Lab		
Date of compilation	17 August 2016; 19 October 2018, 21 November 2023		

ORGANOGRAM

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

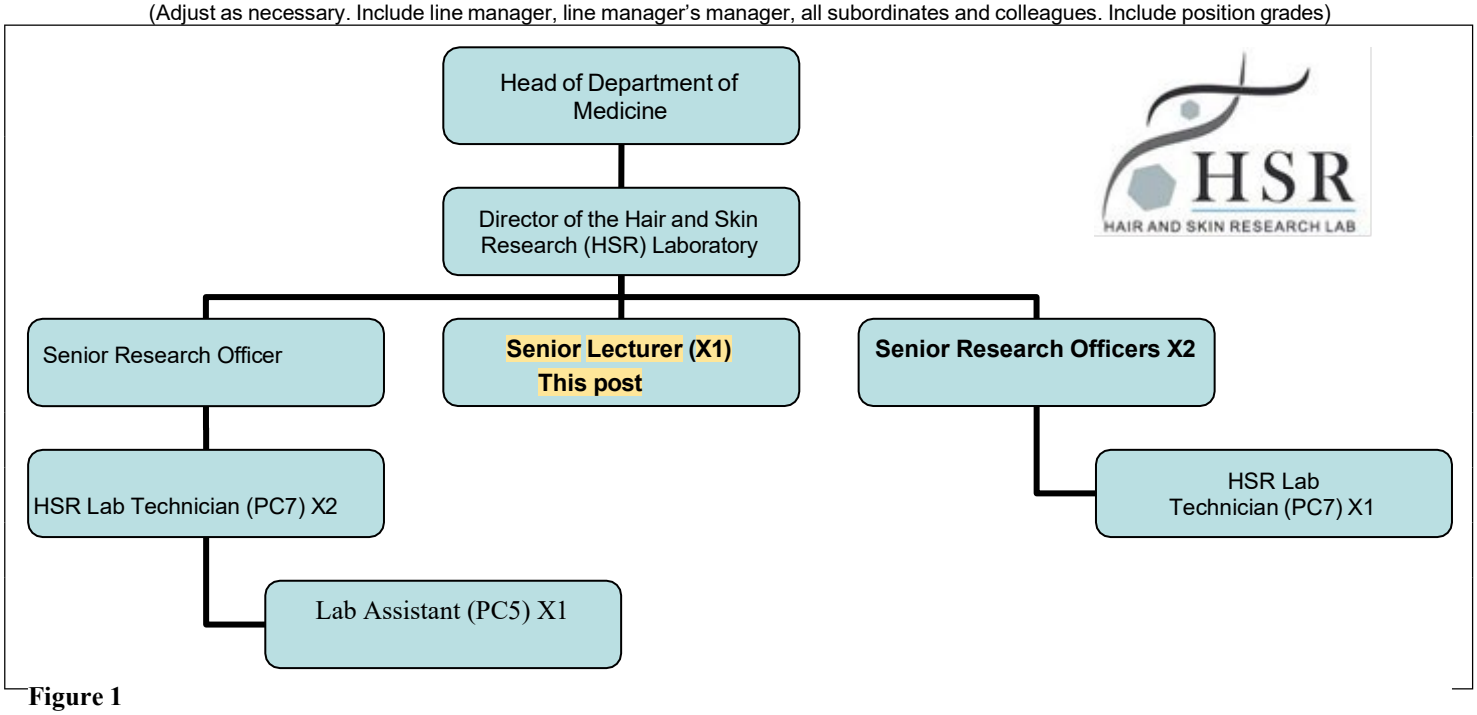

Figure 1

PURPOSE

The main purpose of this position is to support the Director of the Hair and Skin Research (HSR) Laboratory by establishing, maintaining and continuously updating analytical procedures and molecular investigation protocols in accordance with the strategic vision of the HSR Laboratory to compliment research related activities.

In order to fulfill these activities, the incumbent is also be expected to: (a) Plan, execute, and finalize HSR related research projects and deliver outputs according to set deadlines. This includes acquiring resources and providing leadership, strategic planning and coordination for data analysis and management and other related activities, while overseeing quality control throughout project life cycles; (b) Spearhead the development and documentation and validation of analytical processes and standard operating procedures to compliment research related activities; (c) Establish, implement and maintain an effective quality assurance system to ensure that all analytical and service-related activities conform to the quality control specifications of the HSR Lab; (d) Lead the validation, certification and accreditation of all analytical equipment and processes within the HSR Lab in accordance with relevant quality management standards; (e) Contribute to Departmental budgets including cost controls; (f) Lead, train, develop and supervise technicians and postgraduate students (PhD / Masters); (h) Conduct data analysis and prepare manuscripts for publication in peer reviewed journals, and (b) Perform any other duties as assigned by the Director of the HSR Lab.

The incumbent will be based at the HSR Laboratory, situated on the K floor, Old Main Building at Groote Schuur Hospital.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	**General and Lab administration**	25%	• Takes, types and distributes minutes and agendas for monthly departmental meeting. • Orientation of new students and staff to Lab systems, safety and equipment protocols	• All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. New staff and students oriented in a professional and efficient manner.
1	**Research**	50%	• Develop, implement, and maintain effective strategic plans to support all HSR related research activities • Create and document workflows in the proteomics and analytical sections for the efficient running of HSR lab • Develop, document, and validate analytical methods to support sample analysis (skin, hair) and HSR related research activities • Initiate and direct research projects, taking responsibility for the analytical and quality control aspects of all research initiatives in the HSR Lab. • Prepare research proposals to donors / funders and also contribute to other HSR related research projects that involve internal and external network members/collaborators • Draft and submit protocols for ethics review and grant agencies' support. • Conduct data analysis and prepare results for presentation at national and international forums according to prevailing academic standards • Prepare manuscripts for publication in peer review journals • Attend research meetings to share and learn the latest technological developments associated with HSR Lab analytical instrumentation and research related activities. • Prepare and submit project-related budget proposals and recommend subsequent budget changes where necessary.	• New research effectively planned. • Research outputs in skin/hair diseases and cancers conducted. • Documented Analytical Methods • Method validation Reports • Quality Control Reports • Successful implementation of various research proposals. • Quality control reports shared • Research proposals • Research outputs in skin/hair disease and cancers shared • Ethics proposals successfully reviewed and Supported • Research outputs presented nationally and internationally • Research publications • Workflow Innovation • Analytical Instrumentation validation/upgrade • Prepared Budgets • Cash flow Forecast Statements

2	**Leadership, management and Administration**	20%	• Manage HSR project life cycles from conception, development, execution, and implementation to achieve set goals and objectives • Define project scope, goals and deliverables that support research goals in collaboration with the Director of the HSR and senior staff. • Develop full-scale project plans, resource needs, and associated communications documents and budgetary requirements including a Cost-benefit-analysis as indicator of project success. • Communicate project scope, expectations, milestones, deliverables, critical path and progress to team members and stakeholders timeously. • Plan and schedule project timelines and milestones using appropriate tools. • Track project milestones and deliverables. • Develop and deliver progress reports, proposals, requirements documentation, and presentations. • Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas. • Proactively manage changes in project scope, identify potential crises, and devise contingency plans. • Conduct project evaluations and create a recommendations report in order to identify successful and unsuccessful project elements. • Develop best practices and tools for project execution and management. • Initiate and sustain partnerships and networks and participate on special committees as required from time- to-time.	• Project Plan shared • Gantt Chart shared • Gantt Chart shared • Networks / partnerships successfully maintained. • Successful leadership, management and administration of projects • Gantt Chart shared • Cost Benefit Analysis Report • Project management meetings • Project status reports • Gantt Chart shared • Budget for projected communicated • Gantt Chart shared • Gantt Chart shared . • Project tools and practices successfully implemented and developed • Project status reports availed • Gantt Chart shared • Corrective Action Report

3	**Academic Teaching and Supervision: Master of Medicine (MMed) and Master of Science (MSc) Students** • **MDN7025W** • **MSCMED** • **PhD** **Specialization Trichology and Cosmetic Science** • **MDN6006W** • **MDN7001W**	10%	• Directly supervise Masters and PhD students undertaking research projects in the HSR Lab • Be involved in the development of scientific questions and designing studies as well as responsibility for conduct of research in HSR related research activities. • Supervise postgraduate students engaged in research for Master's and PhD degrees. • Conduct data analysis and prepare presentations to research staff and students • Supervise publications of research staff and students. • Prepare manuscripts for publication in peer-reviewed journals. • Manage visiting scholars. • Train and develop and mentor junior staff and students	• Knowledge shared • Students mentored • Computational analysis taught • Analytical thinking • Successful submission of research papers
4	**Continued Professional Development (CPD), Management and Administration**	10%	• Provide and present updated relevant information at meetings and workshops. • Present research findings in laboratory meetings and seminars. • Present research findings at national and international conferences as part of information exchange	• Information shared • Presentation of Dermatology research • Consultation and discussion of relevant areas of research
5	**Management of advanced Analytical Instrumentation in the HSR Laboratory**	10%	• Establish, maintain and update analytical equipment registers and maintenance rosters and enforce adherence to maintenance programs in liaison with suppliers to fulfill the HSR Lab related research objectives • Create, document and validate SOPs for the efficient operation of advanced analytical instrumentation (LC, LC-MS, LC-MS/MS, GC-MS, GC-MS/MS, ICP-MS) to support research and HSR Lab research projects . • Perform quality control checks to authenticate the accuracy and precision and overall performance of analytical of instrumentation. • Train and mentor staff and postgraduates students on the proper use of analytical instrumentation. • Troubleshoot and maintain instrumentation as needed in consultation with instrumentation suppliers • Establish and maintain instrumentation performance records and exchange information/reports at workshops organized by technology providers to keep abreast with technological developments • Prepare capital expenditure budget as directed by the Director of the HSR Lab	• Equipment registers availed • Maintenance roster availed • Maintenance records shared • SOPs documented and shared • QC Records shared • Training records shared • Maintenance records documented • Instrumentation performance records availed • Technological improvements shared • Innovation • Capital budget availed

MINIMUM REQUIREMENTS

Minimum qualifications	PhD in relevant discipline
Minimum experience (type and years)	• 5 years relevant research experience with scarce skills in analytical /medicinal chemistry • Specific experience with using and troubleshooting LC and GC mass spectrometers. • Experience in research grant applications as principal / co-investigator • Experience in the operation and troubleshooting of analytical instrumentation • Experience in development, documentation and validation of analytical methods • Experience in Laboratory quality control, quality assurance and safety management systems • Successful track record of publications in peer-reviewed journals • Supervision of postgraduate student projects
Skills	Experience in leadership, management and supervision of laboratory operation including the ability to supervise projects, or co-supervising postgraduate students (Masters and PhD)
Knowledge	As above
Professional registration or license requirements	None
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Good interpersonal and leadership skills Team player Ability to mentor colleagues and postgraduate students

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical thinking / Problem solving	3	Works both independently and in a team-oriented, collaborative environment is essential.	3
Writing (including report writing) and compiling information	3	Creativity and innovation	3
Demonstrated experience in personnel management.	3	Ability to effectively prioritize and execute tasks in a high-pressure environment	2
Driven, self-motivated and dynamic	3	Ability to defuse tension among project team, should it arise.	2
Coaching / developing others	3	Familiar with statistical software such e.g. Epi-Info and Stata	2
Advanced data management skills	2	University Awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	• Strategic planning, execution and finalization of HSR-related research projects • Leadership, training, development and management of junior staff • Supervision of postgraduate students (PhD / Masters). • Data analysis and publication of manuscripts in peer reviewed journals.
Amount and kind of supervision received	Working under direct supervision of the Director of HSR Lab
Amount and kind of supervision exercised	Supervision of PhD and master's students / junior laboratory staff
Decisions which can be made	Decisions related to coordination of the HSR research projects, supervision and mentoring of own masters and PhD students, properly use and maintenance of analytical equipment
Decisions which must be referred	Decisions that directly or indirectly affect the Division (grants, finances, new research projects, student intake etc).

CONTACTS AND RELATIONSHIPS

Internal to UCT	HSR researchers, Postgraduate Administrative office at Faculty of Health Sciences, UCT Research Ethics Committee (REC)
External to UCT	International / National HSR Project collaborators and Visiting Academics