


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

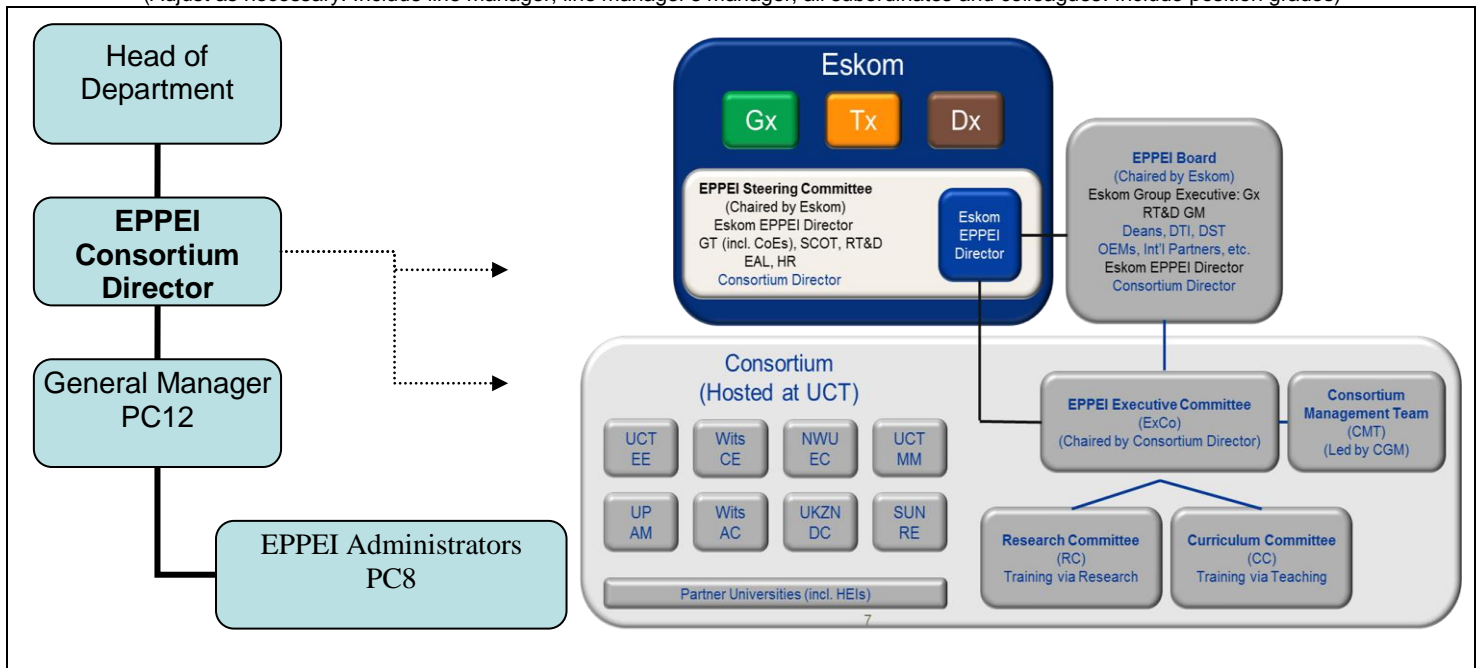
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	EPPEI Consortium Director		
Job title (HR Practitioner to provide)			
Position grade (if known)	13(5)	Date last graded (if known)	New Post
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Mechanical Engineering		
Division / section	EBE		
Date of compilation	25 October 2017		

ORGANOGRAM

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



PURPOSE

UCT is hosting the administrative and operational Hub of the Eskom Power Plant Engineering Institute (EPPEI) inter-university Consortium. It is therefore the seat of the Consortium Management Team (CMT) which is led by the Consortium General Manager (GM), and in turn which is connected to the EPPEI Exco through the Consortium Director (this position).

The EPPEI Consortium Director will lead the inter-university Executive Committee (ExCo – see EPPEI organogram above) which is responsible for developing the overall strategic direction of the Consortium, establishing relationships and networks with outside stakeholders as well as for developing, maintaining and upholding the policies by which the Consortium is governed. The Director should also support the activities of the GM and CMT. The Consortium Director will therefore typically be a highly qualified individual with academic experience, proven strategic leadership abilities and a track record of working together with industry.

The Consortium Director will be a full member and chairperson of the EPPEI ExCo and a member of the Eskom Steering Committee (SteerCo) in order to serve as the formal representative of the ExCo and be the link between the EPPEI ExCo and the Eskom SteerCo. The Consortium Director will also be a full member of the EPPEI Board.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Strategy and Policy	40%	<ul style="list-style-type: none"> • Serves as a full member of the EPPEI Board and Eskom SteerCo. • Co-convenes the Board together with the Eskom EPPEI Programme Director. • Chairs the EPPEI ExCo. • Serves as the link between the SteerCo and the ExCo as well as the formal representative of the ExCo of the Consortium. • Guides the development of the EPPEI overall strategy to ensure that the research and training outcomes are aligned with the needs of the South African and African power industries. • Research and benchmark the field of university-Industry (UI) collaboration, particularly in the power plant and power systems industry to ensure that world class strategies and policies are developed and implemented. • Define, develop and implement strategies to meet the needs of the power plant industry in the context of post graduate research and operations, maintenance and engineering practioner programs (OMEP). • Define, develop and implement policies and strategies to ensure the sustainability of the EPPEI Programme. • Investigate, design and implement strategies to collaborate with local and international organisations (e.g African Power Utility Association). • Provide strategic leadership to the consortium partners and industry to enhance the EPPEI programme profile. • Develop a funding and business model that is sustainable beyond phase II • Develop proposals and decisions for the EPPEI Board approval. 	<p>Annual reviews and reports on the execution of the EPPEI strategy in order to develop and propose adjustments to the EPPEI Board for consideration and approval.</p> <p>Reviewed EPPEI strategy with inputs from Eskom SteerCo & Consortium of universities and other stakeholders (e.g. senior technical managers).</p> <p>Execution of the EPPEI strategy via the ExCo and GM.</p>

2	Stakeholder engagement, communication and marketing	40%	<ul style="list-style-type: none"> • Develops and maintains regular communication with executives of the major funding partners (such as the Eskom EPPEI Programme Director) to ensure that the Consortium stays informed about their research and training needs, to retain their support, as well as to stay informed about developments within the power industry, and vice versa. • Develops and maintains communication with senior technical managers and specialists within the power industry (such as Eskom Gx, Tx, Dx, GT, RT&D) in order to stay abreast with technical developments and needs. • Develops and maintains communication with the senior management of the university partners to sustain the commitment of the partners towards the success of EPPEI and to ensure that the Consortium stays informed of the developments within the academic environment, and vice versa. • Develops and maintains communication with other relevant academic institutions such as international universities and Universities of Technology (UoT) to develop and strengthen their participation in the Consortium activities. • Provide leadership to the broader EPPEI community including Eskom, consortium partners, Universities of technology, government institutions, power plant industry suppliers and other institutions in order to forge a close working relationship and increase collaboration. 	Assurance that the major funding partners, senior industry managers and specialists as well as the EPPEI academic partners and Executive Committee (ExCo) stay informed and are involved in the review and evolution of the EPPEI strategy and tactics to be introduced into the Consortium operations.
3	Financial Management	5%	<ul style="list-style-type: none"> • Provides guidance in the development of the Consortium budgets based on priorities assigned by EPPEI ExCo for approval by the Board. • Determine budget and financial controls that will facilitate good governance and sustainability for the EPPEI programme 	Validated budgets prepared by the GM prior to presentation to EPPEI ExCo and Board.
4	Human Resource Management	5%	<ul style="list-style-type: none"> • Provides guidance and support to the Consortium GM. • Provide leadership and management to the broader EPPEI community to foster teamwork and collaboration. 	Objective & concise customer feedback to the GM on the CMT performance. Solutions to the identified customer specific technical challenges.
5	Marketing	10%	<ul style="list-style-type: none"> • Develops and maintains interaction with relevant government departments, Original Equipment Manufacturers (OEMs) and other agencies that could contribute to the funding and sustainability of EPPEI. • Develops awareness, explores and expands the various funding mechanisms that could contribute to the financial sustainability of EPPEI. 	Viable opportunities and partnerships that support the EPPEI training and research initiatives financially and thus contributing to the sustainability of EPPEI.

MINIMUM REQUIREMENTS

Minimum qualifications	A Doctoral degree in Engineering.			
Minimum experience (type and years)	A minimum of five years' working experience as a senior university academic (i.e Professor or A/Professor). A proven track record of working with industry and specifically the power industry.			
Skills	Strategic and operational knowledge of both Industry and the academic environment Strategic and conceptual thinking skills Project management and leadership Excellent communication and interpersonal skills Profound leadership ability Extensive strategy formulation ability System thinking capability Business leadership and networking ability Analytical problem solving, interpersonal excellent verbal and written communication ability Group facilitation, cross functional conflict resolution skills			
Knowledge	Must be strong in business and in knowledge of power industry Knowledge of the academic environment.			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Integrity Honesty Trustworthiness Professionalism			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Client service and support	4	Facilitating Change	4
	Strategic Leadership	4	Building Partnerships	4
	Professional Knowledge and Skill	4	Initiating Action/Initiative	4
	Conceptual Thinking	4	Impact/Influence	4

SCOPE OF RESPONSIBILITY

Functions responsible for	Providing and facilitating strategic and operational direction for the EPPEI inter-university consortium.
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	High-level
Decisions which can be made	Strategic & Operational
Decisions which must be referred	Strategic & Executive