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

NOTES

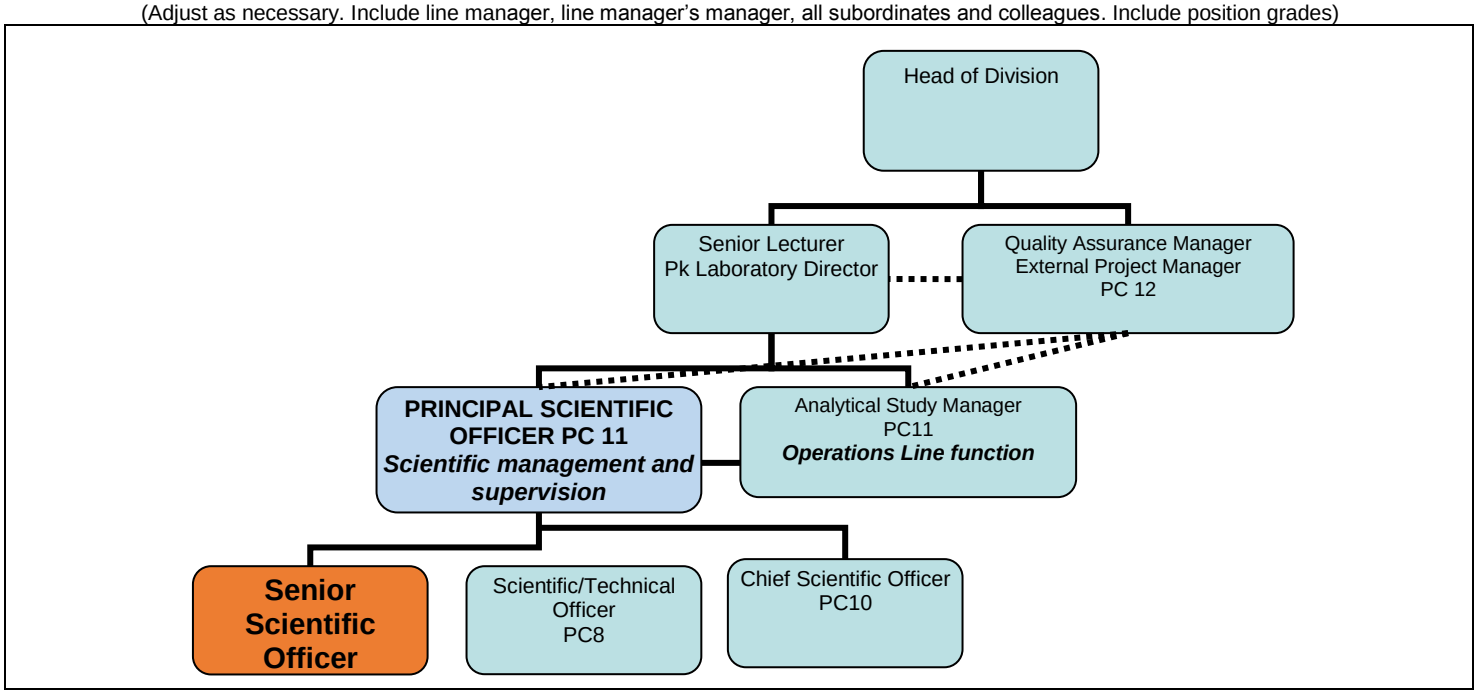
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Scientific Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	Payclass 9	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Medicine		
Division / section	Clinical Pharmacology		
Date of compilation	20 Mar 2015 (edited 09 Apr 2015; reviewed 11 Aug 2016; updated 22 June 2017)		

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 scientific and analytical support to the clinical pharmacokinetic projects undertaken by the Clinical Pharmacology Pharmacokinetic Laboratory.

The Senior Scientific Officer shall be responsible for analyzing clinical samples from clinical studies using manual sample preparative techniques and LC MS/MS instrumentation. The scientific officer in this position would also be responsible for supervising and managing the PC 8 scientific officers in terms of bench work.

In addition, the Senior Scientific Officer is responsible for independent method development and validation of analytical assays, including the compilation of all analytical documentation pertaining to the validation.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Sample preparation and bioanalysis	50	Extract clinical samples using validated methods developed in house. Perform this job per established standard operating procedures and the principles of GcLP or other applicable regulatory guidelines. In collaboration with the Chief Scientific Officers, operate the LC MS/MS instrumentation by: o Preparing the instrument o Loading the extracted samples o Running the batch o Quantitating and reviewing the results o Assessing the acceptability of each batch o Finalizing the run. o Taking responsibility for project specific analysis Proactively maintain the laboratory environment Provide a specialist service by coordinating activities Function independently and sometimes under supervision. Management and supervision of scientific officers and laboratory staff (supervision and oversight of laboratory activities)	Contribution to international clinical research protocols via the ACTG and IMPAACT networks, as well as other major research organizations. The delivery of high quality clinical pharmacokinetic data, which can stand up to auditor scrutiny.
2	Instrument and equipment maintenance support	20	Perform routine and basic LC MS/MS troubleshooting and maintenance as required Maintain related scientific equipment according to maintenance schedules and relevant standard operating procedures. Formulate standard operating procedures for specific equipment Ensure optimal management and proper use of all equipment in the laboratory Function independently and sometimes under supervision.	To ensure an effective unit, with a high throughput of analytical data, compliant with international quality standards. To minimize instrument downtime and improve cost effectiveness.
3	Reporting	15	Compile study bioanalytical datasets Formulate method standard operating procedures Conduct data analyses for reporting purposes Develop validation protocols and compile validation reports.	To report all data analysis to clients utilizing the PK analytical services (internal and external) in an effective manner and at a high standard.

4	Method development and validation	10	Assist the Chief Scientific Officer with the development of new methods Validate new methods per established standard operating procedures and internationally accepted regulations.	To retain the reputation of the Clinical PK laboratory as a world class leader in the development of novel drug assays for the purposes of producing high quality analytical data.
5	Stock standard, quality control and calibrator spiking	5	Competently and efficiently produce the necessary tools required for analyzing clinical samples in the clinical PK laboratory. Demonstrate accuracy and efficiency to cut down on expense and wastage. Manage low cost assets within a well-defined budget Manage routine stock levels	To ensure high quality work at a cost effective rate.

MINIMUM REQUIREMENTS

Minimum qualifications	BSc in chemistry, life sciences or equivalent			
Minimum experience (type and years)	• 2 years' relevant work experience • Postgraduate work in a similar field			
Skills	Recommended: Clinical Pharmacokinetic laboratory work using LC MS/MS instrumentation, 1 year			
Knowledge	Good Laboratory Practice (GLP)			
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'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Assay development/validation	2	University awareness	2
	Ability to read and interpret an SOP in the bioanalytical field	2	Excellent interpersonal skills	2
	Protein precipitation, liquid-liquid extraction and solid phase extraction techniques	2	Teamwork	2
	Basic laboratory equipment maintenance	2	Initiative	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Scientific and analytical support to the clinical pharmacokinetic projects, analyzing clinical samples from clinical studies using manual sample preparative techniques and LC MS/MS instrumentation. Supervising and managing the PC8 scientific officers in terms of bench work.
Amount and kind of supervision received	
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	

CONTACTS AND RELATIONSHIPS

Internal to UCT	PK Lab staff and students
External to UCT	PK Affiliates

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Line Manager				
HOD				