



NOTES

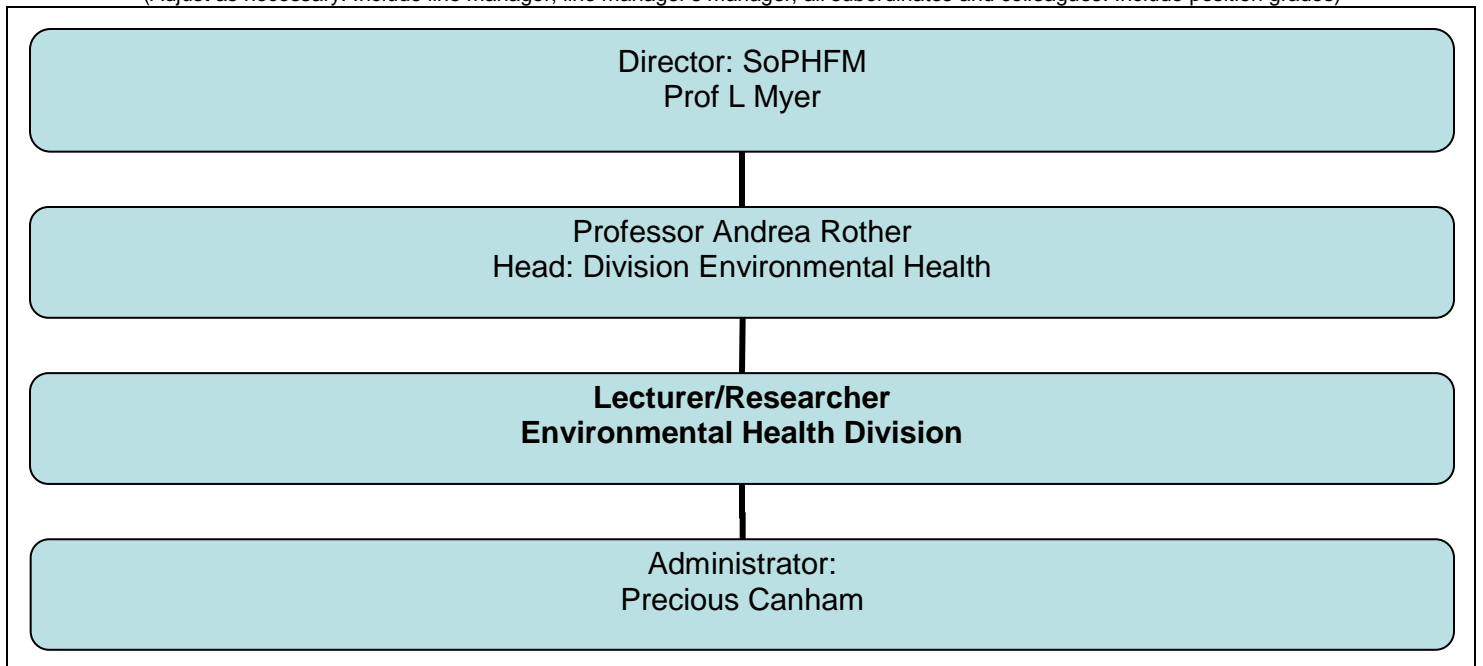
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer/Researcher		
Job title (HR Practitioner to provide)	Lecturer/Researcher		
Position grade (if known)	Lecturer T2 Level	Date last graded (if known)	
Academic faculty / PASS department	Public Health and Family Medicine		
Academic department / PASS unit	Public Health and Family Medicine		
Division / section	Environmental Health		
Date of compilation			

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 facilitate learning, develop teaching modules, and provide teaching, supervision and other support for postgraduate teaching in the Division of Environmental Health
- To provide Division research project management support in the form of co-ordination, facilitation, implementation, training, design of new projects and fund raising.
- To contribute to the social responsiveness activities of the Division.
- To provide management of junior and student research, and knowledge management network staff, as well as contribute leadership in Division, School and Faculty activities.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching	50%	<ul style="list-style-type: none"> Assist with teaching, and curriculum up-grades and development for the Postgraduate Diploma in Pesticide Risk Management (DPRM) Assist in the design and teaching of environmental health courses in the Master in Public Health (MPH) Programme Assist with training and support for postgraduate students in environmental health, including supervising MPH and PhD student theses Teach undergraduate medical students on environmental health topics Assist with the design and delivery of teaching/training/short courses linked to external institutions Assist with design and delivery of new teaching and research initiatives within the Division Assist with the design and delivery of external consultation and training to strengthen environmental health Coordinate and manage the Division postgraduate Journal Club 	<ul style="list-style-type: none"> Curriculum developed or updated Taught courses face-to-face and on-line (including setting assignments and grading) Successfully supervised and co-supervised postgraduate students Attended relevant teaching and curriculum development meeting in the Division, School and Faculty Assisted with implementing innovative teaching approaches Successfully managed and ran the Division Journal Club
2	Research	35%	<ul style="list-style-type: none"> Coordinate and project manage existing Division research projects Initiate and design new research projects (i.e., write proposals, raise funding) Facilitate and contribute towards existing collaborations with other universities/partners to develop environmental health Provide research training and support to field staff Produce reports and peer reviewed publications 	<ul style="list-style-type: none"> Research proposals written and successfully funded Co-investigator on research projects Supervised/managed research teams Reports written Peer reviewed publications published Presented research at national and international conferences

3	Social Responsiveness/Engaged Scholarship	5%	<ul style="list-style-type: none"> • Support processes linked to the translation of research findings into policy and practice • Support process of engagement with the broader community, non-governmental organizations, the media, international organizations and other relevant stakeholders in relation to the work of the Division • Publish on engaged scholarship 	<ul style="list-style-type: none"> • Developed research translation outputs (e.g., policy briefs) • Successfully created working and sustainable partnerships with relevant stakeholders • Published in peer reviewed journals on engaged scholarship
4	Management	10%	<ul style="list-style-type: none"> • manage of junior and knowledge management network staff • manage and supervise student research • contribute leadership in Division and School activities 	<ul style="list-style-type: none"> • staff and postgraduate student supervision • active participation in Division and School meetings, activities and committees

MINIMUM REQUIREMENTS

Minimum qualifications	PhD in a public health, environmental health, environmental sociology, physiology/environmental medicine or a related discipline			
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least 1 year of experience in teaching and/or supervising in Environmental Health at the postgraduate level • At least 1 year of relevant research experience in public health, environmental health or a relevant field • Experience in successful proposal writing and fund raising • Experience in teaching and curriculum development for public health and environmental health teaching programmes • Record of peer-reviewed scholarly publications and/or substantial independently produced field research reports • Experience in successfully coordinating and facilitating workshops, academic programmes, training with diverse target audiences, meetings, and/or conferences • Experience working effectively on interdisciplinary research and/or teaching teams • Experience in managing junior and project staff • Experience in supervising postgraduate students • Experience in managing an e-network and Community of Practice/Knowledge Management Network • Experience in developing risk communication, health promotion and intervention materials • Experience in stakeholder engagement 			
Skills	<ul style="list-style-type: none"> • Strong computer skills, including quantitative and qualitative software packages • Strong organizational skills • Strong project and staff management skills • Strong verbal and written communication skills in English • Highly self-motivated • Managing and preparing budgets • Strong presentation skills 			
Knowledge	<ul style="list-style-type: none"> • Knowledge of environmental research globally and in the African context, especially related to climate change and chemicals • Knowledge of funding agencies • Knowledge of engaged scholarship theories • Knowledge of programme management mechanisms 			
Professional registration or license requirements	Not applicable			
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
	Analytical thinking/ problem solving	2	Developing others	2
	Building interpersonal relationships	2	Communication	2
	Client/Student service and support	2	Formal presentation	2
	Professional knowledge/skill	2	Conceptual thinking	2
	Creativity and innovation	2	University awareness	2
	Planning and organizing / work management	2	Quality commitment/work standards	2
	Teamwork / collaboration	2	Results focus	2

	Follow up	2	Research support skills	2
	Adaptability / Flexibility	2	Continuous learning	2

SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	Line manager
Amount and kind of supervision exercised	Co and main supervision of postgraduate students
Decisions which can be made	
Decisions which must be referred	