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

NOTES

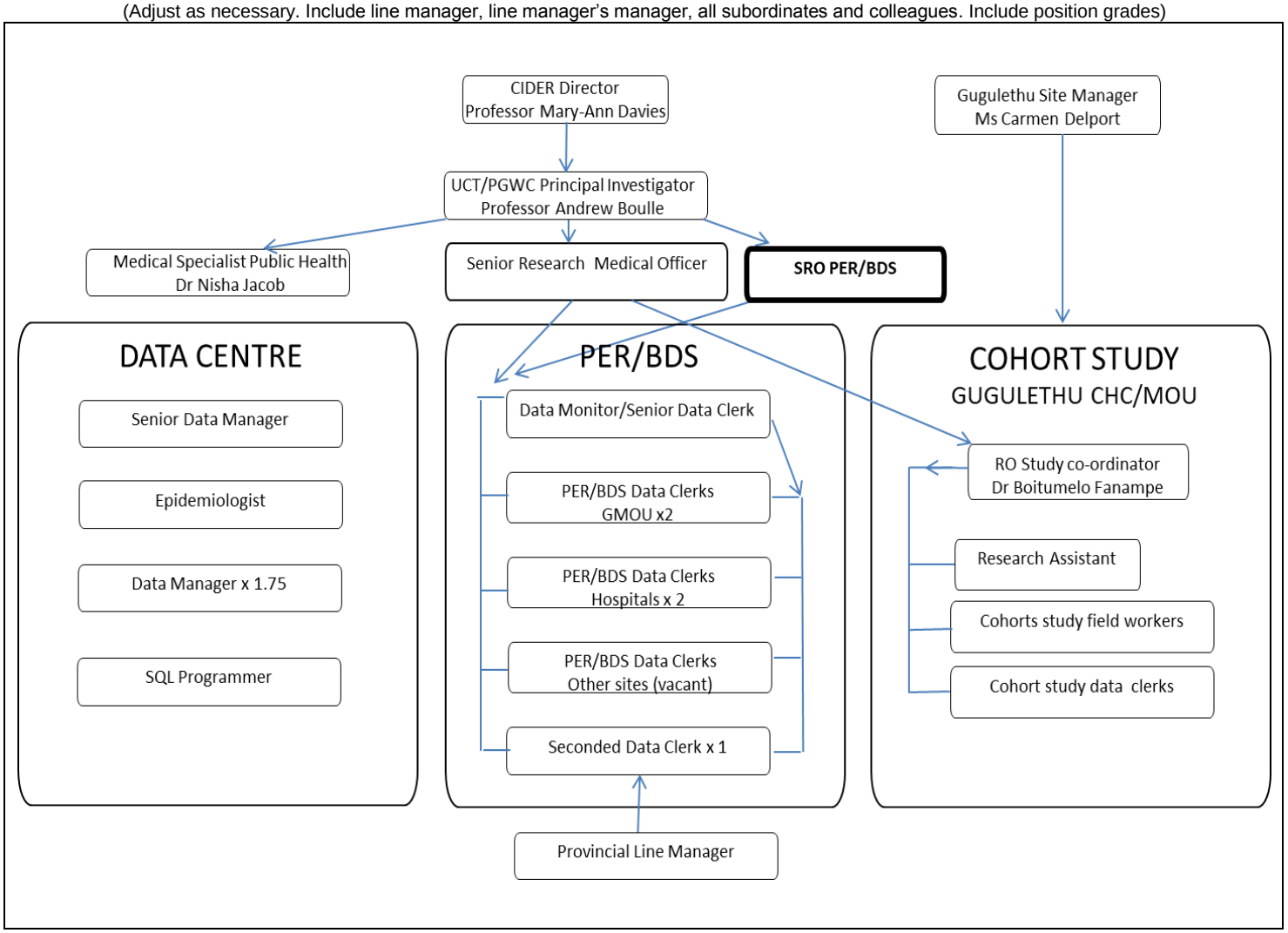
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Research Officer Pregnancy Exposure Registry/ Birth Defects Surveillance		
Job title (HR Practitioner to provide)	Senior Research Officer / Chief Research Officer / Associate Professor		
Position grade (if known)	SRO / CRO / AP	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Public Health and Family Medicine		
Division / section	CIDER		
Date of compilation	01 March 2018		

ORGANOGRAM

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



PURPOSE

An NIH-funded project, B-positive: a population-based evaluation of expanded ART access in pregnancy, was awarded to Prof Boulle. Part of the project involves implementing a pregnancy exposure and birth surveillance register at sentinel sites within Cape Town. The registers are aligned with national initiatives. The successful candidate will be required to adapt guidance for such programmes for local circumstances, adapt stationary in conjunction with provincial counterparts, establish and provide technical and analytical support, and assist with the training and supervision of staff. In addition, s/he will participate in the analysis and interpretation of data, and the writing up and communication of the project findings.

CONTENT

Key performance areas		% of time spent	**Inputs** (Responsibilities / activities / processes/ methods used)	**Outputs** (Expected results)
1	Research	50%	***Adaptation of guidance for pregnancy and birth defects surveillance registers (PER/BDS) for the Western Cape*** • Design and assist implementation of the pregnancy exposure and birth defects surveillance arm of the study. • Day-to-day operations • Development of scientific questions & study design • Proposals to donors / funders • Contribute to other related research projects that involve internal and external network collaborators • Analyze results, and troubleshoot problem areas ***Dissemination of findings*** • Collect and analyze data – perform statistical analyses • Reporting on activities for funders and the department of health (provincial and national) • Presentation and publication • Research meetings and other activities ***Stakeholder engagement (research)*** • Stakeholder engagement where required • On-going interaction and feedback to stakeholders (clinical & operational) at the study sites • Scientific collaborators • Funders ***Development of other research projects based on the individual's specific expertise and relevant to CIDER***	• Successful implementation of the PER/BDS • New research effectively planned • Complete and accurate data for input into the Provincial Health Data Centre • Positive productive relationships with all stakeholders ensuring optimal operation of the projects • Compliance with scientific and funding requirements • Publications for peer-reviewed journals • New projects and research areas developed

2	Leadership, management and administration	10%	***Implementation of the pregnancy and birth defects surveillance registers at the sentinel sites*** • Discussion and planning of register components with relevant provincial and national stakeholders • Design of stationary, protocols, applications etc. required for the roll-out of PER/BDS at sentinel sites. • Assistance with attaining the requisite approvals and permissions for implementation. • Assist with design of training materials for PER/BDS workshops. • Once the PER/BDS has been established at the sentinel sites, to provide on-going technical assistance and advice. ***Research group leadership*** • Participate in the collective management of the Research group as required of all senior staff • Take responsibility for selected portfolios as determined by the CIDER management	• Project tools and practices successfully implemented and developed • Tasks completed within the project timeframe
3	Academic Teaching	15%	• Teaching and supervision of undergraduate and postgraduate students as required • Supervise publications of research staff and students • Manage visiting scholars	• Successful supervision and training of students / staff

4	Social responsiveness	25%	***Training and outreach*** • Organize / facilitate meetings and workshops. • Staff training • Information & training for clinical staff at the various sites ***Clinical care and service contribution*** • Through contributions to the robustness and fidelity of patient in formation and surveillance systems for maternal and child health. • By identifying systematic gaps in the care cascade which can be addressed through service improvements • Contributing to health service and policy development in fields of expertise	• Contribution to service delivery evidenced by project appreciation by clinical staff at the facilities and policy development and support to provincial and national initiatives

MINIMUM REQUIREMENTS

Minimum qualifications	A post-graduate qualification, preferably a PhD, in an appropriate field: pharmacy/pharmacology, public health surveillance, maternal and child health
Minimum experience (type and years)	Experience in Drug Safety, Adverse Drug Reactions and Adverse Reaction Monitoring (pharmacovigilance) as pertains to pregnancy and foetal development (min 3 years) Interpretation of pharmacovigilance information Experience in the adaptation and implementation of surveillance or monitoring programmes at scale in routine health services Research experience evidenced by qualifications and publishing Management experience
Skills	Design of data collection stationary and/or tablet applications Training/workshop management Database design and application Stakeholder engagement Data analysis Report and grant writing
Knowledge	Knowledge of Pregnancy Exposure and Birth Defects Surveillance monitoring, local or international Pharmaco-epidemiology and pharmacovigilance research and policy
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'.)	The willingness and ability to travel to meetings as required Works both independently and in a team-oriented, collaborative environment.

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem solving	3	Attention to detail ; commitment to quality	4
	Planning and organizing	3	Initiating action	4
	The ability to work in a fast changing environment and make appropriate adaptive changes to existing plans	4		
	Teamwork and collaboration	3		

SCOPE OF RESPONSIBILITY

Functions responsible for	Adaptation of guidance for Pregnancy Exposure programmes for local circumstances. Implementation of the Western Cape Pregnancy Registry/Birth Defects Surveillance Programme including, adaptation of stationary and databases in conjunction with provincial counterparts. Establishment and provision of technical and analytical support systems. Training and supervision of staff and clinicians. Analysis and interpretation of data, and the writing up and communication of the project findings.
Amount and kind of supervision received	Supervised directly by the Principal Investigator. Collegial and collaborative relationships with other senior scientific, academic and administrative members of the team.
Amount and kind of supervision exercised	Supervision of database development and data clerks as required. Supervision of students as required.
Decisions which can be made	Database elements and other aspects of database design. Interpretation of PER/BDS results and write-up Decisions on strategic stakeholder engagement

Decisions which must be referred	Decisions with an impact on budget allocations Decisions which might impact on other components of the project or health services

CONTACTS AND RELATIONSHIPS

Internal to UCT	Collegial, supportive (administrative & operational) & scientific relationships with other member B+ team and Provincial Health Data Centre staff. Administrative team at CIDER. Postgraduate and undergraduate students
External to UCT	Gugulethu CHC and MOU facility & operational management, clinical & clerical staff (will expand to include Mitchell's Plain & Hanover Park MOU). Mowbray Maternity Hospital, Groote Schuur Hospital management, clinical & records staff (will expand to include Mitchell's Plain District Hospital). Provincial and national stakeholders