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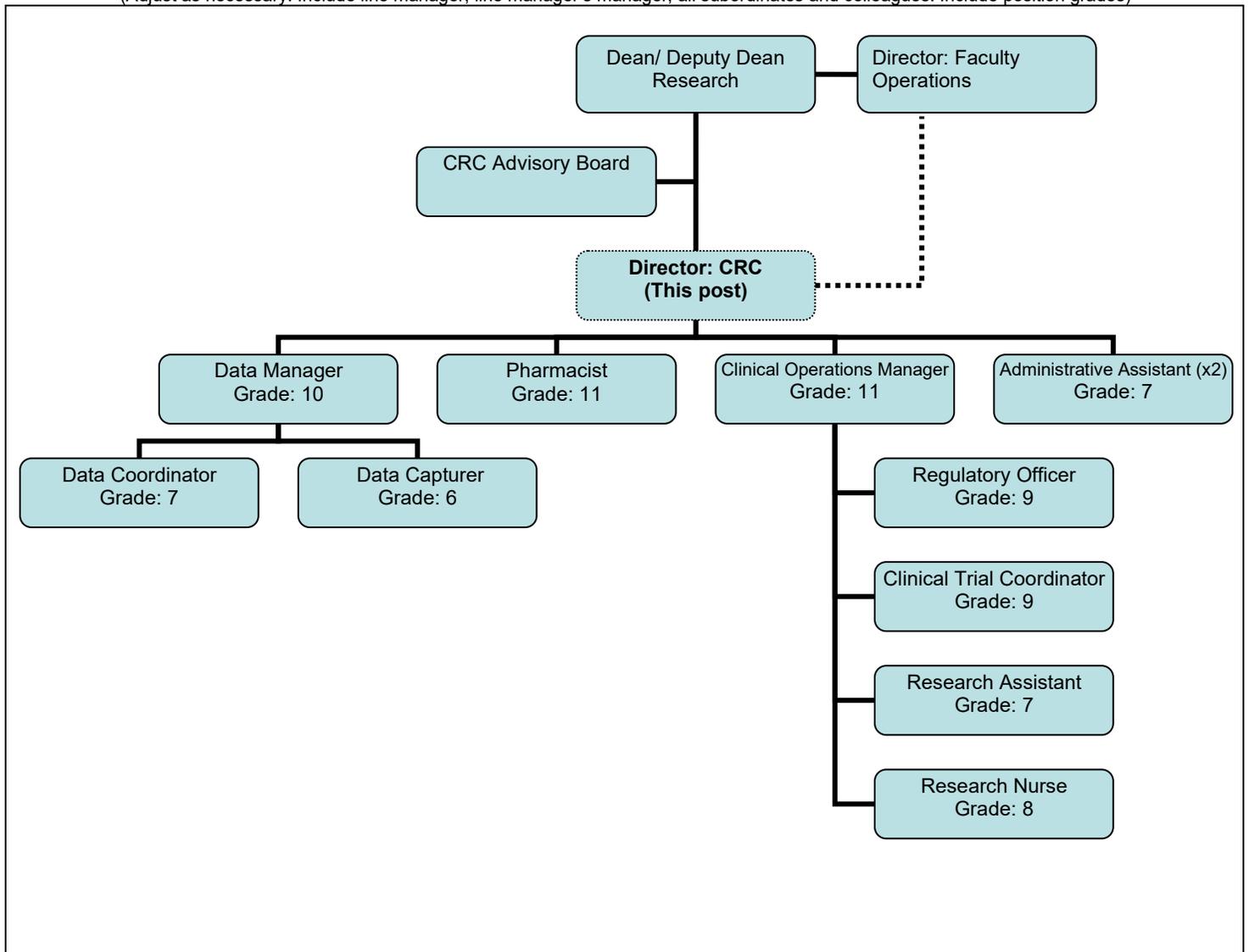
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Director: Clinical Research Centre		
Job title (HR Practitioner to provide)	Director		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Academic at Associate Professor / Professor / Clinical Senior Lecturer		
Academic department / PASS unit	Clinical Research Centre		
Division / section	Dean's Office		
Date of compilation	August 2021		

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 optimally position the CRC to achieve its aims, which is to support the Faculty of Health Sciences in the conduct of high-quality clinical research through advice, services, and facilities.

The director should be a strategic thinker experienced in management of research units, particular clinical research, a team leader to work with the CRC team and clients of the CRC and promote the CRC as a core facility. Clients of the Centre include industry (pharmaceutical and devices) and clinical academics in the Faculty of Health Sciences, with government or regulatory bodies as potential partners. The director needs to understand the landscape of clinical research and grow a sustainable, competitive, and innovative enterprise. The director will lead, manage, and grow an efficient and dynamic team and firmly establish the CRC as a Centre of excellence in trials and clinical research programs.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<ul style="list-style-type: none"> ➤ Takes, types up and distributes minutes and agendas for monthly departmental meeting. ➤ ➤ <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Management of CRC	20%	<ul style="list-style-type: none"> • Aligns the business strategy of the CRC with the Faculty's vision and mission. • Leads strategic planning to ensure the unit's objectives are aligned with the University's and Faculty's Strategic Plan objectives. • Represents the interests of the unit within the faculty at Faculty Board and Core facilities fora • Builds sustainable research capacity and supporting next generation research leaders. • Generates funds for the research conducted capital and operating funds. 	<ul style="list-style-type: none"> • Regular attendance and presentation at FHS management meetings • Holding and ensuring accountability to tasks at internal management meetings. • Producing research with potential local impact • Displaying evidence of Strategic decision-making at institutional level. • Engagement with, or membership of, a range of institutional, industry, national, and international structures • Adequate and appropriate representation of the CRC and Clinical research sector at internal and external fora. • All CRC activities are in line with the institutional research strategy.

2	Leading clinical research capacity development, strategy, and transformation through the CRC	25%	<ul style="list-style-type: none"> • Enhances the reputation of the CRC and the university by undertaking quality research and communicating that research to the society. • Grows current knowledge of diverse research designs and ensuring a personal and team strength in trial designs. • Builds sustainable and transformed clinical research capacity and supporting next generation research leaders. • Builds and supports a community of innovative researchers to enhance research capacity at the university and to increase internal and external research opportunities for the faculty, post-doctoral fellows, and graduate students. • Assists departments to provide support to clinical faculty and students by enriching the research environment. • Develops consolidates and ensures a constant stream of innovative workshops and courses for colleagues and students. • Provides interdisciplinary research training and mentoring for the faculty, post-doctoral fellows, and graduate students. • Provides, supports and enhances the communication of support to the faculty, post-doctoral fellows, and graduate students in terms of internal and external research opportunities. • Engages with Undergraduate and Postgraduate Education, Operations, Finance, Transformation, and other Faculty functions to ensure alignment with Faculty vision, mission and strategic goals. • Pursues the equity goals of the university in the operations of the CRC • Acts as the nexus between the university and the clinical research community with respect to research initiatives of mutual benefit. • Promotes the Faculty research agenda through linkages and close ties with marketing and communication strategies to disseminate findings of CRC- assisted research. • Regular communicator of CRC activities and opportunities for Faculty and students. 	<ul style="list-style-type: none"> • Attend research meetings and relevant congress • Ensuring access to reports • Regular internal researcher and research staff training • Supervision and support for research fellows • Planning and implementation of workshops and courses, presentations, and lectures
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3	Driving the growth of research, research training and outputs within the CRC and the faculty	25%	<ul style="list-style-type: none"> • Actively promotes the CRC as a core facility within the FHS. • Manages effective and accountable use of Faculty research funding. • Manages and executes the strategic business model for the CRC. • Active pursuit of resources to support growth and development of clinical research endeavors within the faculty. • Understands and engages with the CRC business plans and presenting a regular report on progress • Engages with financial colleagues to ensure competitive and sustainable processes within the CRC • Develops mutually beneficial linkages with industry to develop partnerships and collaborative research. • Enhances the reputation of CRC and the university by undertaking quality research and communicating that research to the society. • Aligns with faculty mission to educate health professionals, educators, and scientist for life including supervision and training. • Encourages and supports the raising of funds for the research conducted by the CRC, capital and operating funds, including cooperation with the Alumni and Development Department's initiatives. • Develops strong linkages with appropriate academic departments and units. • Nurtures and mentors research partnerships within the Faculty and University, as well as nationally, regionally and internationally. 	<ul style="list-style-type: none"> • Attracting research funding • All professional service activities are costed in line with Faculty research enterprise budget principles and sustainability. • Efficient and optimal management of CRC operational funds, • Efficient and optimal management of grants administered by the CRC, • Funds from donors and income generated through agency of the CRC • Ensure the uploading of CRC information to the FHS website • Provide UCT with information regarding CRC and the resources within • Strategic planning for the development of CRC, what is going to be needed and proving input into regular strategic updates.
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4	Optimizing research management, administration, resourcing, and infrastructure	20%	<ul style="list-style-type: none"> • Maintains the research support Hub within the Faculty. • Improves the research management information system in the CRC, and for clients. • Ensures the Faculty's research is undertaken in compliance with relevant regulatory frameworks, ethics guidelines and safety procedures. • Oversees the proper discharge of administrative duties of the CRC including supervising personnel, financial management and operations. • Works effectively with the Centre's governance committees. • Manages the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behavior are met. • Manages the space needs of the CRC in cooperation with appropriate university authorities. 	<ul style="list-style-type: none"> • Project managers, Pharmacists, and research nurses and administrators understand roles, responsibilities, and objectives. • Project managers, Pharmacists, and research nurses and administrators' performance is assessed regularly, and feedback provided • Staff are encouraged and supported to take advantage of development opportunities. • Ensuring that CRC is optimally staffed and resourced. • Management and research team are coached and mentored. • Staff perform at the level expected and produce. • Outputs which support the strategic goals of CRC • Guide and assist in the development of current staff through research and additional / further qualification.
5	Writing and Social responsiveness	10%	<ul style="list-style-type: none"> • Follows international best practice guidelines • Adheres to protocol specifications • Aligns with faculty mission to educate health professionals, educators, and scientist for life including supervision and training. • Publishes relevant clinical research • Promotes social responsiveness through linkages with community and clients with communication strategies to disseminate important and relevant information. 	<ul style="list-style-type: none"> • Development of clinical trial protocols • QC of data and reports • Clinical reports for the unit

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • MBChB or MD and/or PhD or equivalent qualification coupled with 3 years relevant experience in a similar environment of which 3 years supervisory / management level 			
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least three years' experience working at a strategic level with senior management in a university and /or research facility including clinical trials experience. • Proven academic clinical and research stature, with eligibility for appointment at Full / Associate Professorial level or Clinical Senior Lecturer • Experience managing a research group in the health sciences. • Sound knowledge into the principles and current trends nationally and internationally in Human Research and Ethics. 			
Skills	<ul style="list-style-type: none"> • Solid teamwork and interpersonal skills and the ability to communicate well with clients, employees, and senior management. • Ability to exercise independent judgment and creative problem-solving techniques. • Strong business planning, analytical and conceptual skills • Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of diverse scope in a cross functional environment. • Ability to develop new system approaches to solve problems and seize opportunities for sustaining business success 			
Knowledge	Knowledge of the health research funding environment (national and international) Knowledge of the higher education research environment Understanding of Clinical research financing			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Appropriate management of confidential information			
Professional registration or license requirements				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Strategic thinking and planning skills	3	University awareness	2
	Project management skills	3	Planning and organizing / work management	3
	Quality commitment / work standards	3	Building interpersonal relationships	3
	Proven written and verbal communication skills	3	Accountability & leadership skills	3

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Managing strategic clinical research-related initiatives, especially with a view to improved research governance, financing, risk mitigation and sustainability in clinical research across the Faculty • Conducting, promoting and providing strategic advice on clinical research for FHS and UCT's Research Office • Promoting clinical research in Health Sciences to external stakeholders & developing partnerships • Ensuring a sustainable competitive Clinical Research Facility. • Soliciting, scoping and applying for Clinical research funding opportunities
Amount and kind of supervision received	Minimal, Line managed by Deputy Dean for Research
Amount and kind of supervision exercised	Intermediate, Line manages 1 pharmacist, 1 Data manger, 1 clinical operation manager, 1 research administrator and supervise at least 10 others
Decisions which can be made	Performance of clinical research; Research funding application, new clinical research curricula, letter of commitment authorization, external visitor hosting, and workflow changes
Decisions which must be referred	Final recommendation for approval by the DDR for costing of services, CRC budget as determined by Salie, Zaida and Nave.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Deans' office, UCT Research Office, FHS Research Finance, Faculty staff & students, academics	
External to UCT	Pharmaceutical industry, Sponsors, monitors, auditors, project managers	