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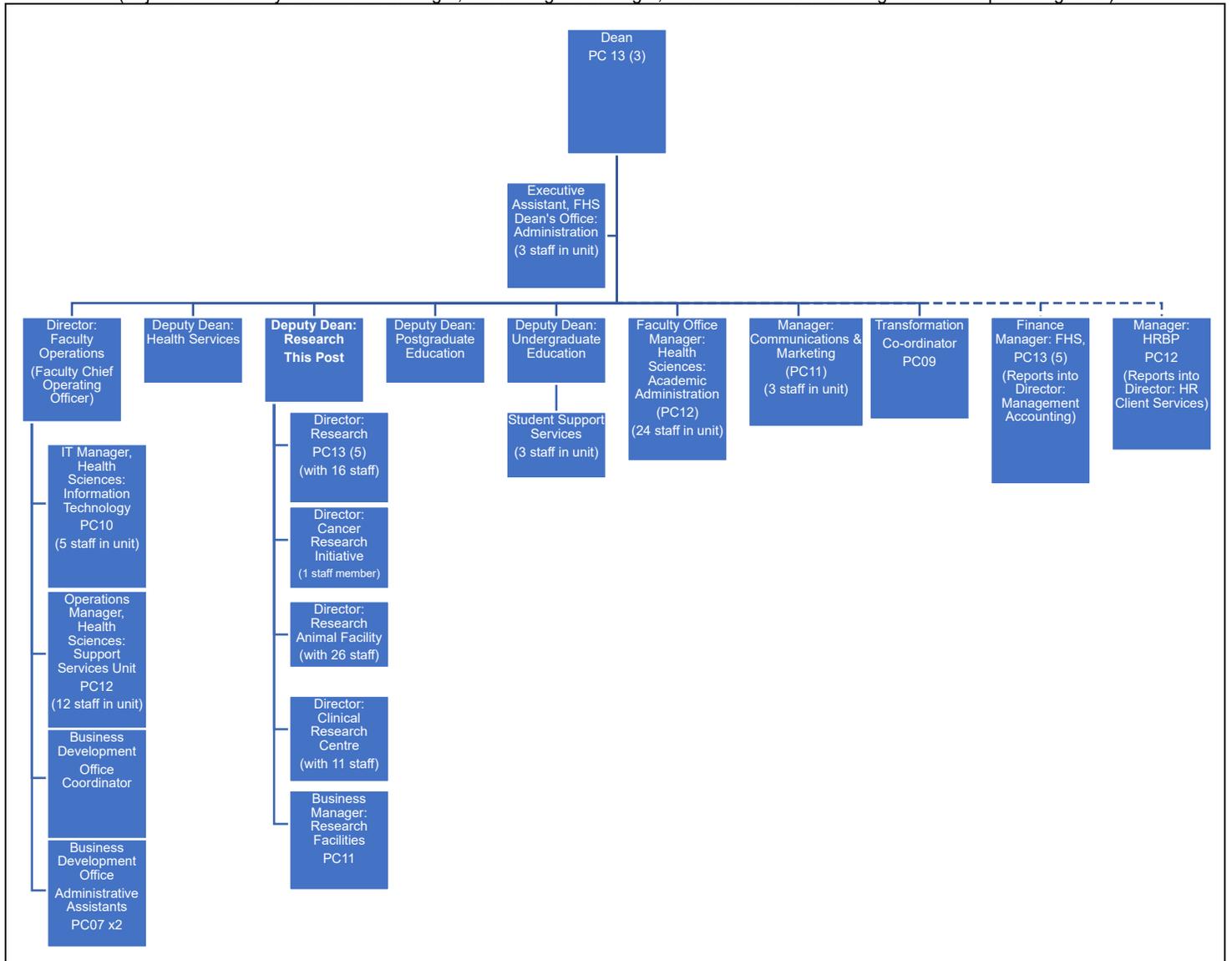
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Deputy Dean: Research		
Job title (HR Practitioner to provide)	Deputy Dean		
Position grade (if known)	Peromnes 4	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit			
Division / section	Dean's Office		
Date of compilation	August 2021		

ORGANOGRAM

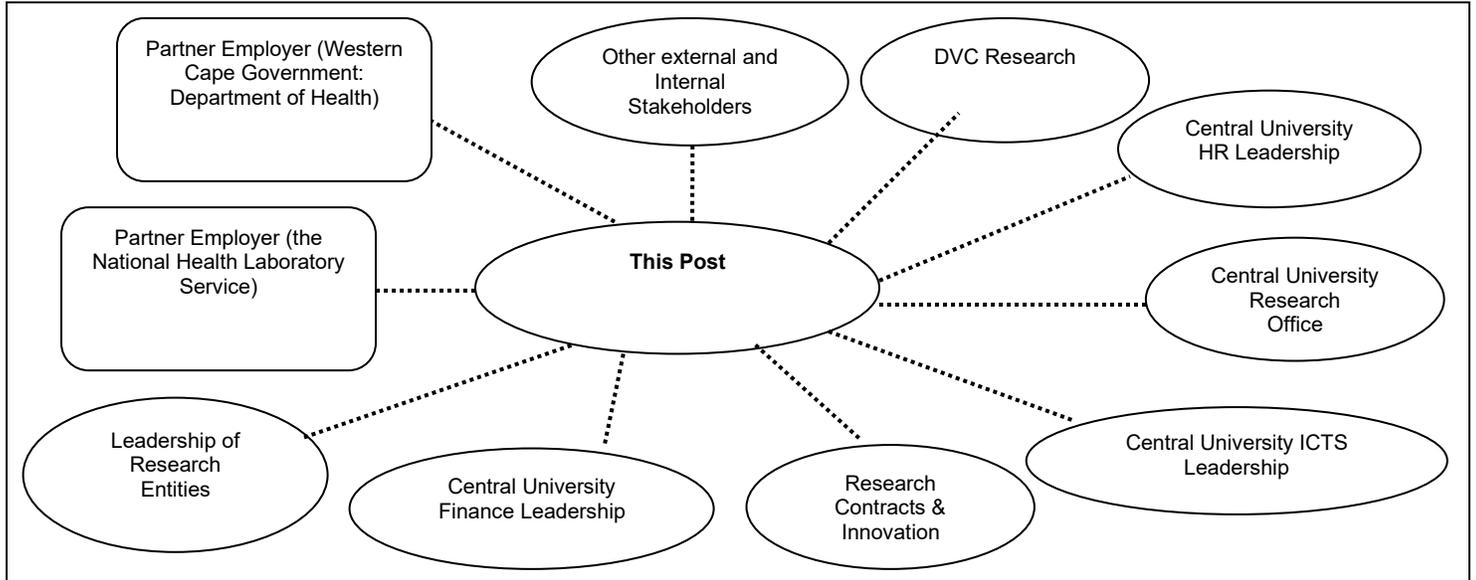
(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to be responsible and accountable for development and implementation of the Faculty of Health Sciences (FHS) research strategy. The post will provide vision and academic leadership to the Research Enterprise of UCT's large and complex FHS. This Deputy Deanery position must also enhance the collaborative development of research across all sectors of the faculty. The Office will also identify and create opportunities across the faculty for innovative research activity and serve the interests of individual researchers, research units, the Faculty and University.

UNIVERSITY AND EXTERNAL STAKEHOLDER RELATIONSHIPS



CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <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	<i>Upholding the Faculty's commitment to quality research that is relevant and has the potential to impact the health of the people of South Africa and beyond:</i>	20%	<ul style="list-style-type: none"> • Fostering a culture of high-quality research in the Faculty • Supporting the alignment of research with the Faculty's vision, mission and strategic goals • These two bullets are confusing. Perhaps combine and rephrase to something like "Supporting Heads of Department and Directors of research entities in meeting their research mandate, and overseeing broader support for the entire research community including emerging researchers • Chairing the Faculty Research Committee and associated structures • Representing and advocating for the Faculty's research enterprise on the University Research Committee (URC) and Committee for Research Reviews • Advocating for the Faculty research enterprise through appropriate marketing and communication strategies, through participation in research-related events and identifying fundraising opportunities 	<ul style="list-style-type: none"> • High-quality publications from the Faculty in relevant journals • Scientific portfolios of Faculty research groupings and departments are aligned to Faculty vision and mission • Faculty's research needs advocated for in central University structures • Visibility of the Faculty's research profile and impact
2	<i>Enabling research strategy and planning:</i>	20%	<ul style="list-style-type: none"> • Reviewing and leading development of the Faculty's research strategy • Overseeing planning to meet the strategic research objectives • Assisting research groups in establishing URC-accredited status as research units, centres and institutes and guiding their sustainability • Encouraging innovation as well as identifying opportunities for and celebration of transdisciplinary and interdisciplinary research • Catalysing new research initiatives and consolidating others, with sustainability in mind • Supporting the growth and helping ensure sustainability of broad, collaborative Faculty research initiatives 	<ul style="list-style-type: none"> • Regularly updated Faculty research strategy • University accreditation of research groupings in the Faculty • Funding applications from the Faculty mobilised in response to external calls for proposals, especially for large collaborative programmes involving multiple departments and research entities • Sustainable broad or Faculty-wide research initiatives

3	<i>Driving strategic and sustainable growth of research in the Faculty:</i>	20%	<ul style="list-style-type: none"> • Promoting the strategic pursuit of diverse research funding sources • Nurturing the inclusion of a diverse range of emerging researchers • Demonstrate an understanding of the evolving nature of the national and international research landscape with the aim of leveraging opportunities. • Identifying funding opportunities and developing proposals to exploit these opportunities • Building sustainable research capacity and encouraging next generation research leaders • Identifying systems and processes to accelerate transformation in the Faculty, including developing researcher pipelines and attracting (and retaining) world-class researchers • Nurturing research partnerships within the Faculty and University, as well as nationally and internationally (including regionally) • Building partnerships with research, education and statutory councils, as well as the health care sector 	<ul style="list-style-type: none"> • Successful funding applications from Faculty researchers to a diverse range of funders, especially from emerging researchers • Transformation of the Faculty's cohort of researchers • Successful participation of Faculty in funding applications with external partners • Constructive partnerships with research, education and statutory councils, as well as the health care sector
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4	<p><i>Leadership of the Faculty Research Directorate and oversight of the Faculty Research Enterprise budget:</i></p>	20%	<ul style="list-style-type: none"> • Provide oversight of the following portfolios under the Faculty Research Directorate - the Faculty Research Office, Clinical Research Centre, Cancer Research Initiative, Research Animal Facility, and other core facilities and services. This incorporates oversight of: <ul style="list-style-type: none"> ○ <i>Research support services and visibility, responsible conduct of research, (including ethics, biosafety, compliance and integrity), and development of research</i> ○ <i>A clinical research platform with dedicated facilities and on- and off-site clinical research support and training</i> ○ <i>An initiative to facilitate integrated, interdisciplinary cancer research in the Faculty</i> ○ <i>Compliant, operational core faculty facilities, including the Research Animal Facility</i> • Oversight of the Faculty Research Enterprise budget, including: <ul style="list-style-type: none"> ○ Optimising internal funding allocation in alignment with the Faculty's research strategy ○ Ensuring equitable resource allocation accords with fair and transparent principles ○ Ensuring spend meets long-term sustainability goals ○ Accounting to Faculty researchers regarding internal funding allocation ○ Chairing the strategic and responsible distribution of the Faculty Research Committee budget • Continually explore innovative management systems for the research enterprise in collaboration with central University offices. • Joint responsibility with the DFO: Reviewing and strengthening governance and sustainability of optimised core research-related facilities and services • Joint responsibility with the Director: Faculty Research: Enable systems and resources to support a compliant research regulatory framework; the Deputy Dean is Deanery liaison for the Human Research Ethics Committee, Animal Research Ethics Committee, Faculty Biosafety Committee 	<ul style="list-style-type: none"> • Faculty Research Directorate portfolios provide smooth-functioning and optimised service • Faculty Research Enterprise budget is strategically and accountably allocated • Faculty research is facilitated through adequate information systems • Core facility/service governance and sustainability is regularly reviewed • Faculty regulatory structures are supported in appropriately carrying out their mandate
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5	<i>Line Management:</i>	10%	<ul style="list-style-type: none"> • Line-managing the Director: Faculty Research, Director: Clinical Research Centre, Director: Research Animal Facility; Director: Cancer Research Initiative, Business Manager: Research Facilities (includes performance management). • Ensure appropriate line management through the DFO's Office and Academic HOD (where applicable) for the core facilities • Ensuring each section of the Faculty Research Directorate has an optimal staff complement and is adequately resourced • Discussing and agreeing role objectives with direct reports to align with Faculty and University strategy • Supporting direct reports in their pursuit and development of innovative ideas and systems 	<ul style="list-style-type: none"> • The performance of Faculty Research Directorate heads is assessed regularly, with feedback provided and development supported • The Faculty Research Directorate is optimally staffed and resourced • Faculty Research Directorate staff roles and objectives align with Faculty and University strategy • Innovation and autonomy are encouraged
6	<i>Contributing to the overall Faculty vision and mission:</i>	10%	<ul style="list-style-type: none"> • Communicate an appropriate public representation of the FHS research capacity and impact • Representing the research enterprise and engaging with Undergraduate and Postgraduate Education, Health Services, Operations, Finance, Transformation, and other Faculty functions to ensure all portfolios together align with the Faculty vision, mission and strategic goals • Representing the research enterprise and engaging with the Faculty Deanery • The incumbent will need to function as an integral part of the Deanery leadership team, deputising for Dean as required 	<ul style="list-style-type: none"> • Productive relationships with all Faculty portfolios • Research agenda has strong voice within Faculty

7	<p><i>Transformation</i> (ensure these transformative imperatives are embedded in each of the other KPAs)</p>	<p>This outcome must be firmly embedded in each of the domains of performance</p>	<ul style="list-style-type: none"> • Work closely with Dean and Deputy Deans to ensure transformation of the demographic profiles of the Faculty's staff and students, responding to the statutory requirements of the Employment Equity Act. • Work with constituencies within UCT to achieve the vision of a diverse and inclusive community, free of discrimination and harassment. • Contribute to the ongoing transformation of research, ensuring that researchers and the research community have the best-possible opportunities for realising their full potential. • Develop, lead and coordinate implementation of projects for re-imagining the university's physical and virtual campus, as encapsulated in the University's and Faculty strategy – the combination of language, symbols, artworks, and projects that shape and direct the transformation of the university's institutional culture, realising our African identity. 	<ul style="list-style-type: none"> • Develop a SMART strategy across the various KPA domains to ensure that transformation is foregrounded and realized. • Identify creative processes for the achievement of UCT employment equity targets
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MINIMUM REQUIREMENTS

Minimum qualifications	A PhD in a relevant discipline OR clinical professional qualifications with significant research and fundraising portfolio. The latter candidates would require postgraduate and/or specialist qualification.			
Minimum experience (type and years)	Experience in building research capacity in the health sciences. Experience in leadership and management of a substantial research program or relevant academic group in the health sciences. Advantageous: strategy development and research capacity development initiatives			
Skills	Proven written and verbal communication skills. Ability to function effectively as part of a senior management team. Effective interpersonal, negotiation and mediation skills. Ability to manage a substantial research and staff budget.			
Knowledge	Knowledge and insight into the principles and current trends nationally and internationally in human and/or animal research ethics. Knowledge of South African and international research funding schemes for health sciences. Insight into trends in health sciences research and research funding. Understanding of the financing of research			
Professional registration or license requirements	Registration / eligibility for registration with the relevant professional council (if appropriate)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	The nature of the incumbent We seek to appoint a candidate of high academic standing with a proven track record in health sciences research as well as strong leadership and managerial ability, who will promote a spirit of enquiry through strengthening the research culture and improving the conduct, quality, relevance and support of research in the Faculty			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	3	Impact/influence	3
	Building partnerships	3	Negotiation	3
	Communication	3	People management	3
	Decision-making/ judgement	3	Resource management	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Part of PASS Department/Faculty
Amount and kind of supervision received	General Direction/Broad Direction
Amount and kind of supervision exercised	Direct Direction
Decisions which can be made	Interpretive, probabilistic decisions
Decisions which must be referred	Programming, long-term strategy, strategy execution decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Deanery, Office of the Vice-Chancellor, Deputy Vice-Chancellor: Research, UCT Research Office, Faculty & Central Research Finance Staff/Students/Post docs
External to UCT	Potential Employers of graduates/Funders/ Partners including national and international research organisations, science/health societies or associations, local, national and foreign government officials