



NOTES

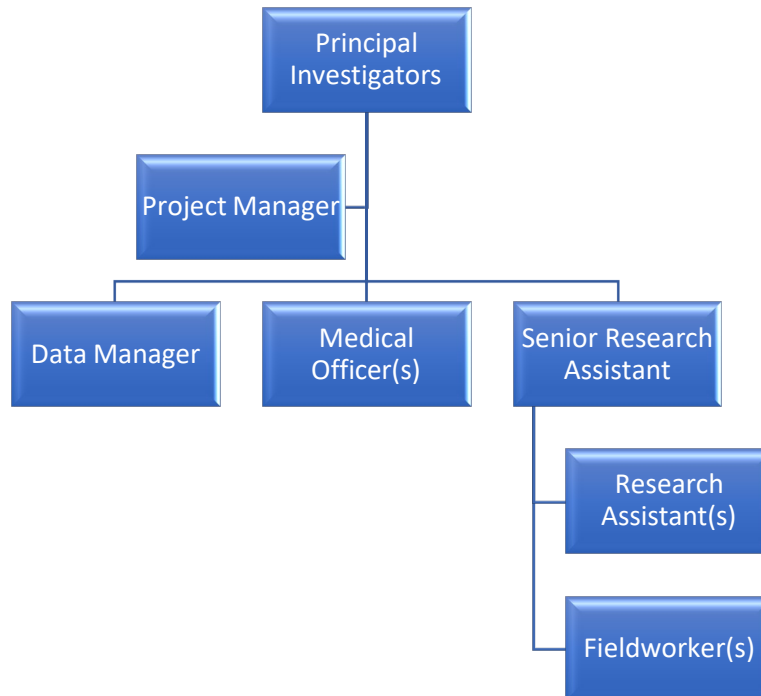
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Assistant		
Job title (HR Business Partner to provide)	Research Assistant		
Position grade (if known)	PC07	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	Developmental Paediatrics		
Date of compilation	4 November 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 assist with data collection on a longitudinal neuroimaging study. In addition, to offer administrative and data collection support on a longitudinal neuroimaging study.

This post will be held in the Department of Paediatrics and Child Health in the Faculty of Health Science at the University of Cape Town.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Assist Project Manager with monitoring the coordinating of project	10%	<ul style="list-style-type: none"> • Schedule and monitor the logistics of participant recruitment • Monitor the data capturing process • Monitor the quality and integrity of the data captured • Liaise with local and international collaborators and other parties as and when required by the Project Manager 	<ul style="list-style-type: none"> • Project targets and outcomes are met within time parameters. • Databases are maintained according to protocols and requirements of the collaborators as well as others using the data. • Staff (permanent and other) are managed according to UCT policies and requirements • International collaborators are informed of progress and deviations weekly • Ensure operational matters are dealt with timeously and effectively
2	Data collection and quality insurance	80%	<ul style="list-style-type: none"> • Administer formal cognitive and behavioral assessments to children and their parents <i>*you will be trained on the job in the tools which will be used in this study</i> • Facilitate research participants with self-report questionnaire completion • Identify at risk participants and suggest them for referral to Medical Officer • Provide information to research participants on nature of tests/questionnaires as well as results • Conduct data quality checking, data cleaning and data uploading by: <ul style="list-style-type: none"> ○ ensuring that all data is complete and accurate after collection ○ identifying faulty trends in raw data, identifying where in the data collection process correction is needed, and notifying the Project Manager ○ uploading/capturing data on central electronic data capturing website 	<ul style="list-style-type: none"> • Participants are assessed following standard and ethical procedures. • All data collected is complete and of high standard in line with the data management plan • All data uploaded accurately to electronic system. • All missing data traced, all mistakes corrected and trends reported

3	Administrative support	5%	<ul style="list-style-type: none"> • Complete administrative tasks (e.g. typing, editing, drafting motivations, report writing, etc.) relating to the Project Manager's requirements. 	<ul style="list-style-type: none"> • All administrative tasks are completed: <ul style="list-style-type: none"> ○ Efficiently ○ On time (deadline met) ○ To standard (in line with specific guidelines/requirements) • Feedback from: <ul style="list-style-type: none"> ○ Project Manager ○ Grant funders and Research Office (administrative staff) • Research study staff
4	Academic support to the project	5%	<ul style="list-style-type: none"> • Supporting study outputs by doing data analyses or literature searches or other. 	<ul style="list-style-type: none"> • All academic support related tasks are completed: <ul style="list-style-type: none"> ○ Efficiently ○ On time (deadline met) ○ To standard (in line with specific guidelines/requirements)

MINIMUM REQUIREMENTS

Minimum qualifications	Honours in Neuroscience or Master's Degree in appropriate Health Sciences or Social Sciences discipline (e.g., Public Health, Neuropsychology, Psychology, or related discipline)			
Minimum experience (type and years)	1-year clinical research experience in relevant field Advantageous: <ul style="list-style-type: none"> • Experience with neuroimaging and/or EEG methods • Experience in quality-checking neuroimaging data • Experience coordinating data collection teams and activities • Experience administering developmental or cognitive assessments • Experience and demonstrated interest in early childhood development 			
Skills	<ul style="list-style-type: none"> • Exceptional organizational skills • Computer literacy (<i>Intermediate level</i>) • Excellent written and oral communication skills in English and isiXhosa • Ability to co-ordinate, multi-task and work under pressure • Strong academic writing skills 			
Knowledge	Nil			
Professional registration or license requirements	Nil			
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	1	Planning and organizing / work management	1
	Building interpersonal relationships	1	Quality commitment/ work standards	1
	Client/student service and support	1	Teamwork / collaboration	1
	Communication	1	University awareness	1

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Monitoring of project management under guidance and supervision of Project Manager • Data collection and quality assurance • Administrative support to the Project Manager • Academic support to the project 			
Amount and kind of supervision received	Completed tasks will be supervised and approved by line manager/Project Manager as needed			
Amount and kind of supervision exercised	Nil			
Decisions which can be made	Nil Page 5 of 9			
Decisions which must be referred	Decisions to be deferred to line manager			

CONTACTS AND RELATIONSHIPS

Internal to UCT	UCT HREC, Research Office, Research study staff, staff within the UCT Department of Pediatrics and Child Health
External to UCT	Grant funders, research participants, clinical site staff, international collaborators