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

NOTES

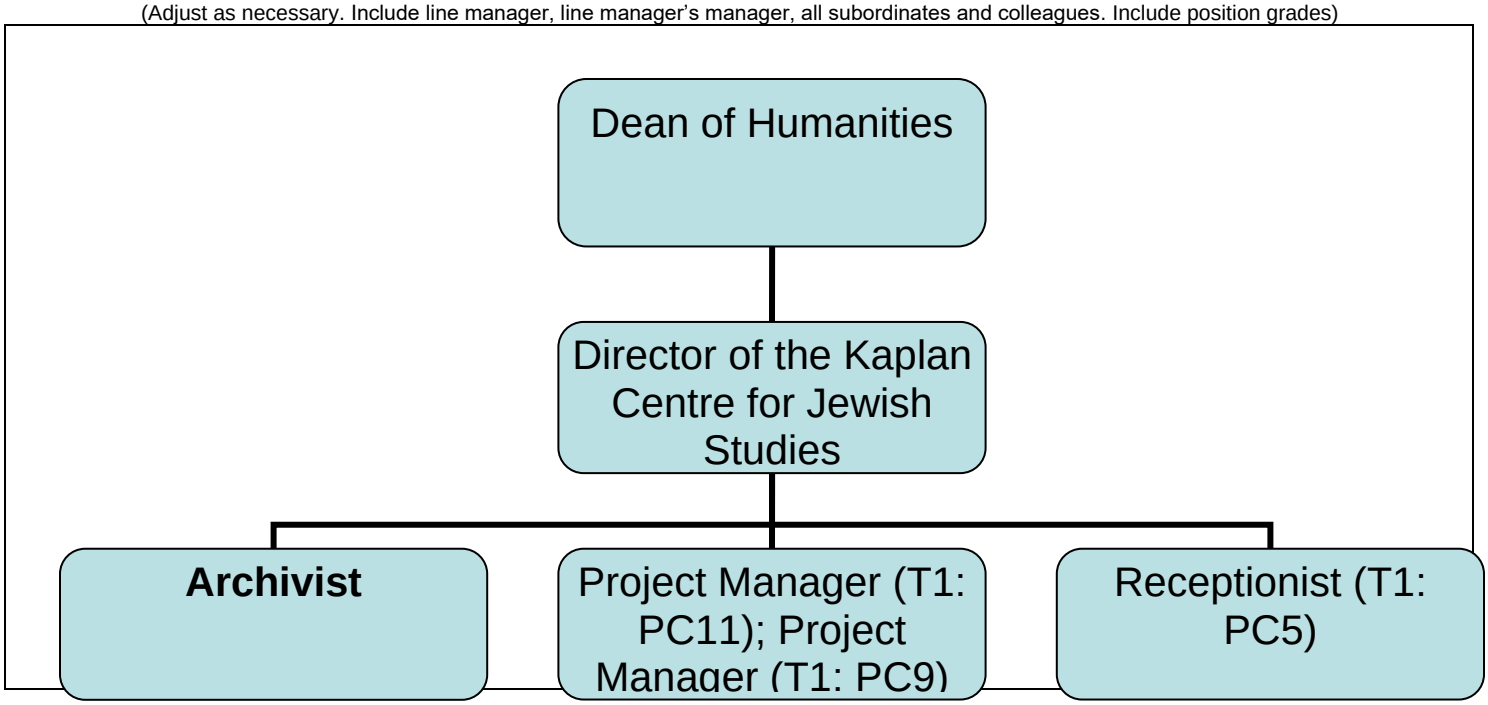
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Archivist: Kaplan Centre for Jewish Studies		
Job title (HR Practitioner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Kaplan Centre for Jewish Studies		
Division / section			
Date of compilation	14/6/2021		

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 provide archival and information services to advance the physical and digital collections of the Kaplan Centre for Jewish Studies.

The position involves close collaboration with UCT Libraries Special Collections to preserve and process primary collections relating to the Kaplan Centre's scholarly ambit, as well as to assist with user access by handling all archival research queries and community genealogical requests relating to such collections. The archivist will follow all UCT Libraries Special Collections policies relating to accessioning, preservation, processing, arrangement, and description of primary collections, as well as relating to metadata and digital content creation. The archivist will apply these same standards to the processing of digital collections for the Jewish Living Archive (JLA) – a partnership between the Kaplan Centre and the South African Jewish Museum to create a digital repository relating to the history of Jews in South Africa -- and will collaborate closely with colleagues at the South African Jewish Museum to achieve this objective.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	archival research queries	20%	Responds to requests from researchers, including directing researchers to appropriate digital resources and physical collections, as well as scanning and transferring materials to researchers	Prompt and thorough assistance to researchers
2	Jewish Living Archive (JLA) Digital Collections	40%	Processes, and creates metadata for, digital collections Creates digital content that promotes the public profile of the JLA collections	The arrangement, description, file formatting, curation, and uploading of digital materials. The regular production of appropriate public-facing content for social media that promotes the collections of the JLA.
3	Physical Collections	40%	Preservation, processing, arrangement, and description of collections in the physical archive Track past donors and heirs to create formal agreements with UCT Libraries and Kaplan Centre	The effective processing and stewardship of physical collections in line with the policies and directives of Special Collections Contact with past donors and heirs, and the filing of formal agreements with UCT Libraries.
4				
5				
6				

MINIMUM REQUIREMENTS

Minimum qualifications	Bachelors Degree and advanced diploma in Records or Archive Management or similar (NQF7)
Minimum experience (type and years)	At least 3 years' experience working in archival or research library environment or in digital curation
Skills	Evidence of archival skills in EAD and collections stewardship Evidence of experience in the preservation, processing, arrangement, and description of physical and digital collections. Evidence of proficiency with the *Atom* archival software platform Evidence of experience in digital curation would be advantageous
Knowledge	Evidence of acquired subject knowledge in South African Jewish history would be advantageous
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'.)	-

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Planning and organizing / work management	1	Building interpersonal relationships	1
	Analytical thinking / Problem solving	1	Communication	1
	Client/student service and support	2	Information management	1
	Teamwork / collaboration	1		

SCOPE OF RESPONSIBILITY

Functions responsible for	Processing and preservation of physical and digital archival collections within the scholarly ambit of the Kaplan Centre for Jewish Studies
Amount and kind of supervision received	Guidance, supervision, and oversight provided by UCT Libraries Special Collections for processing, preservation, arrangement, and description of archival collections. Guidance on collections development priorities provided by the Director of the Kaplan Centre (for physical collections) and by the Director of the Kaplan Centre and the Director of the South African Jewish Museum (for digital collections relating to the JLA).
Amount and kind of supervision exercised	-
Decisions which can be made	Decisions relating to the processing, arrangement, and description of collections. Decisions relating to responding to archival queries.
Decisions which must be referred	Decisions relating to acquisition of collections and the formulation of collections development policy

CONTACTS AND RELATIONSHIPS

Internal to UCT	Staff of Special Collections, specifically Michal Singer and Clive Kirkwood
External to UCT	South African Jewish Museum – Gavin Morris (director of the South African Jewish Museum), Leila Bloch (archivist at the South African Jewish Museum)

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				

Line Manager	Adam Mendelsohn		4730	18/6/21
HOD	Adam Mendelsohn		4730	18/6/21
Dean / ED	Shose Kessi		3059	18/6/21
HR Practitioner				

COMPLETING A POSITION DESCRIPTION
HR191

When do I use this form?

A position description is the basis of the employment contract between UCT and a staff member. It describes:

- the purpose of the position
- the position content
- where the position fits into an organisational structure
- the principal accountabilities, roles and responsibility of the position holder
- the minimum requirements needed of the position holder

A position description must be completed for all positions at UCT, both academic and PASS.

This form is completed, or reviewed and amended, when:

- a position is new, before recruitment
- substantive functions are added or removed from a position
- the position holder is new
- performance objectives are set during Development Dialogues.

This form is used as the basis for:

- recruitment
- performance management
- performance development

Note

- This position description informs many other human resources and people management processes.
- This position description is a living document and must be reviewed and updated regularly, preferably every 3-4 years.
- This position description is a summary of the typical functions of the position, but is not an exhaustive or comprehensive list of all possible position tasks and duties. UCT is entitled to instruct the position holder to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the position description, or in accordance with operational requirements.

How do I complete this form?

- The position description indicates the requirements of the position in relation to the organisation, not the person. Describe the position, not the position-holder.
- The position description describes the position, not the performance required.
- The position description denotes a clear description of the position that is observable.
- Describe the position as is, not as imagined or as it could or should be done.
- Assume proper and competent performance of the position -holder.
- Examine typical incidents that occur in the position. Disregard any unlikely events or once-off incidents.
- Give careful consideration to employment equity legislation and take great care not include anything that could be deemed as discriminatory.

Complete all fields as follows:

Position title	The label or name of this position. Consideration is given to other titles in the department and to standard UCT position naming conventions. The latter are obtainable from your HR Practitioner, from the UCT Jobs Catalogue.
Job title (HR Practitioner to provide)	The SAP position title of this post. Obtainable from your HR Practitioner, from the UCT Jobs Catalogue.
Position grade	The current position grade of this position, if it exists (if known).
Date last graded	The date on which the position was last graded, if it has been graded (if known).
Academic faculty /	The academic faculty / PASS department in which the position sits.

PASS department	
Academic department / PASS unit	The academic department / PASS unit in which the position sits.
Division / section	The division / section in which the position sits.
Date of compilation	The date on which the position description was compiled, updated or reviewed.
Organogram	The departmental structure and reporting lines of the position, with the grades of these positions. Include line manager, line manager's manager, all subordinates and colleagues.
Purpose	A summary of the position which describes the overall purpose, function or role of the position. No more than two or three sentences. Clearly distinguishes the position from other positions, and links the position to the objectives of the faculty, department and university. Begins with the words: "The purpose of the position is ..."
Key performance areas (KPA)	A list of the most visible actions, essential functions, key areas of responsibility or high- level responsibilities. Provides broad categories of tasks and activities. List in order of importance or time spent. KPAs must support the organization's goals, and be within the position-holder's influence. Full time staff members have between five and eight KPAs.
% of time spent	The percentage of time spent on each key performance area.
Inputs	A list of the particular projects or groups of responsibilities, activities, processes and tasks, linked to a KPA that the position must achieve. Describes how the key performance area is performed by outlining the methods, decision processes, judgments, techniques, tools used. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed: • Accurately convey the level of complexity, responsibility and scope • Write at least one associated input for each KPA • Keep as simple and brief as possible • Begin each sentence with an action verb, in the present tense • Sentences must be outcome-based, containing an action, an object and a purpose • Cluster tasks into a list of fewer, broad (but still specific) responsibilities • Refer to operational manuals, policies or to agreed procedures, rather than include the detail of tasks • Avoid o descriptive adverbs and adjectives (e.g. 'Quickly types basic documents', 'Efficiently processes difficult queries') o pronouns o jargon o abbreviations (e.g. 'mgs', 'docs') o 'tired words' (e.g. 'Manages', 'Contributes to', 'Assists with') o names
Outputs	A list of the main outputs or expected end results to be achieved, linked to the input. Should be specific to the position and the position must be directly accountable for them. Write in a clear, measurable way that states specifically what is expected and the standard to which it must be performed (e.g. quantity, quality, cost and time).
Minimum qualifications	The minimum qualification that would give the incumbent the skills and knowledge or training required to perform the position. Does not include desirable qualifications. Include NQF level where possible. May not be the qualification of the current incumbent.
Minimum experience	The minimum number of years and type of experience that would give the incumbent the experience required to perform the position. Does not include desirable experience. May not be the experience of the current incumbent.
Skills	The minimum skills or technical know-how required to perform the position. Does not include

	desirable skills. May include languages or software skills. (E.g. Intermediate level Excel).
Knowledge	The minimum knowledge required to perform the position. Does not include desirable knowledge. (E.g. Knowledge of UCT's academic administrative systems).
Professional registrations or licenses	The required professional registrations, industry certifications or licences required to perform the position. Does not include desirable ones.
Other requirements	Any other absolute minimum requirements required to perform the position. Does not include desirable requirements. Great care must be taken to ensure that these requirements are in no way discriminatory, and expert advice and assessment must be sought from your HR Practitioner.
Competencies	The minimum competencies (behavioural traits) required to perform the position. Does not include desirable requirements. A guide to UCT competencies and levels can be found on the HR website. This guide provides a comprehensive list of competencies for all Academic and PASS positions at UCT, and descriptions of how these competencies look at different levels of positions. Some competencies are required by all positions at UCT.
Scope of responsibility	The areas to which responsibility extends, the kind of supervision it receives, the kind of supervision it exercises, the kinds of decisions made by this position, and the kind of decisions that are referred elsewhere.
Contacts and relationships	A listing of the people, departments or organisations that this position deals with regularly, internal and external to UCT.
Agreed by	The position-holder, line manager and HOD agree to the contents of the position description.

Where do I send this form?

Once completed and signed, a copy should be kept by both the line manager and the position-holder (where there is one).
A copy of this form is sent together with the relevant documentation to the relevant persons, in the following processes (amongst others):

- Recruitment
- Position evaluation
- Performance management exceeds awards

Note

In all cases, a copy of this form is sent to the relevant HR Business Partner.

What other forms do I need to complete?

None.

What other documentation must be attached?

Attach any other documentation which assists in describing the position.

Where can I get further assistance?

You can contact your HR Business Partner for more assistance in either the design of a position or the development of a position description.

Further information can also be found in the following places:

- Development Dialogue resource guide for PASS staff
- Academic performance planning, performance reviews and staff development
- The UCT Competency framework
- The UCT Jobs catalogue