## POSITION DETAILS

<table>
<thead>
<tr>
<th>Position title</th>
<th>RESEARCH COORDINATOR: Researcher Development Academy (RDA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td>RESEARCH COORDINATOR: Researcher Development Academy (RDA)</td>
</tr>
<tr>
<td>Job grade (if known)</td>
<td>11</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Academic faculty / PASS department</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>RESEARCH OFFICE, RESEARCH AND INNOVATION</td>
</tr>
<tr>
<td>Division / section</td>
<td>Researcher Development Academy (RDA)</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>August 2019</td>
</tr>
</tbody>
</table>

## ORGANOGRAM

[Diagram of organizational structure]

- **ED RESEARCH**
  - **DIRECTOR PC STUDIES & RESEARCHER DEVELOPMENT** PC 13
    - **ACADEMIC MANAGER: RDA** PC 12
    - **RESEARCH COORDINATOR: RDA** (Sciences) PC 11
      - **RESEARCH COORDINATOR: RDA** (Social Sciences & Humanities) PC 11
    - **RESEARCH COORDINATOR: RDA** (Engaged Scholarship) PC 11
    - **RESEARCH COORDINATOR: RDA** (Social Sciences & Humanities) PC 11
    - **RESEARCH COORDINATOR: RDA** (Sciences) PC 11
  - **BUSINESS MANAGER: RDA** (part-time) PC 13
    - **PARTNERSHIP AMBASSADOR: RDA** Contracts Project Specific
    - **COMMUNICATIONS MANAGER & SCIENCE WRITER** PC 13
  - **COMMUNICATION & MARKETING: SENIOR OFFICER: RDA** (part-time) PC 13
    - **ACCOUNTANT: RDA** (part-time) PC 13
  - **MANAGER: RESEARCH FINANCE** PC 13
    - **MANAGER: GLOBAL STRATEGY & VISIBILITY** PC 13
      - **COMMUNICATION & MARKETING: SENIOR OFFICER: RDA** (part-time) PC 13
    - **ACCOUNTANT: RDA** (part-time) PC 13
  - **SENIOR ADMIN OFFICER: RDA** (part-time) PC 13
    - **ADMIN. ASSISTANT: RDA** (part-time) PC 13

- **SENIOR ADMIN OFFICER: RDA** (full-time) PC 13
  - **ADMIN. ASSISTANT: RDA** (full-time) PC 13

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**NOTES**

- Forms must be downloaded from the UCT website: [http://forms.ucf.ac.za/forms.html](http://forms.ucf.ac.za/forms.html)
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.
**PURPOSE**

The main purpose of this position is to implement the Researcher Development Academy’s objective of offering a suite of researcher development programmes to internal UCT and external national as well as continental delegates.

With the support of the RDA Academic Manager and the RDA Business Manager the incumbent will be involved in the following:

1. Be integrally involved in formulating and construction of the annual RDA academic calendars.
2. Organise and manage the specific researcher development programmes as stipulated in the academic calendar.
3. Involved in the development and design of new researcher development material and programme content while refreshing and updating existing material and content where necessary.
4. Sourcing of UCT Academics, facilitators and presenters for the delivery of the relevant researcher development programmes.
5. Build solid and lasting relationships with the research offices of other academic institutions with the view of mainstreaming the RDA’s researcher development initiatives at these institutions.

The RDA researcher development programmes are aimed at developing:

1. Researchers at different levels of their research careers.
2. Research management and research practices.

In particular, the incumbent manages, coordinates and supports the activities of:

- The internal work (UCT) under the guidance of the RDA Academic Manager
- The external work (National and Continental) under the guidance of the RDA Academic Manager and in line with the business plan defined by the RDA Business Manager.
<table>
<thead>
<tr>
<th>Key performance areas (4 – 6) (What)</th>
<th>% of time spent</th>
<th>Activities / Objectives / Tasks (How)</th>
<th>Results / Outcomes (Why)</th>
</tr>
</thead>
</table>
| 1 External Programme Coordination and Management | 20% | Under the guidance of both the RDA Academic Manager and the RDA Business Manager be responsible for the following objectives:  
**Academic Calendar Development**  
In conjunction with the work of the Partnership ambassador, actively engage with the relevant researcher development executive and line management at target institutions with the view of initiating RDA researcher development interventions.  
Help define objectives ahead of each year in terms of the programmes that need to be offered:  
• Which programme will be offered,  
• number of programmes per year and,  
• location in accordance to the identified client  
Culminating in these programmes forming part of the RDA annual academic calendar.  
**Academic Programme Initiation and Administration**  
Assist the Senior Administrative Officer in the initiation of scheduled academic programmes by engaging with UCT’s Conference Management Centre (CMC) with regard to oversee the programme delegate on-line registration process, with regular feed-back to both the target institution and RDA Business Manager.  
**Internal Professional Engagement**  
In consultation with the RDA Academic Manager, assist in sourcing UCT academics and other appropriate facilitators and presenters for the delivery of external RDA related activities and manage the process of assigning programmes to the academics accordingly to their availability and to match the clients’ needs.  
Assist the RDA Academic manager in developing a pool of varied expert presenters who can be called upon to deliver the programmes.  
Assist the presenters, in becoming familiar with the RDA brand, the material and the style of presentation developed by the Academy. | Relevant, interesting and well-supported programmes  
Robust calendar of offerings to target clients’ needs  
Establish the RDA as the partner of choice for the delivery of Research Development programmes in South Africa and in Africa  
Audiences are offered relevant and up-to-date programmes to support research and research management processes through the guidance of experts in the respective fields  
The RDA has a varied pool of expert presenters |
| 2 External Programme Development | 40% | In consultation with the RDA Academic Manager and in collaboration with the other Researcher Development Coordinators, develop new material and rework existing material as appropriate, for the external RDA professional development initiatives as | Relevant, interesting and well-supported seminar program |
identified by the RDA Business Manager, as the needs arise and in accordance with
the following:

Content Development

Develop and edit / modify material for the programmes targeted at:

- Researchers at early career stage (postgraduate students, postdoctoral fellows, lecturers and senior lecturers),
- Established researchers.

With specific attention being drawn on customizing the material to the development needs and requirements of the institutions for which the programme is prepared.

Or source the expertise of (UCT) presenters to provide professional development training material and support, for example:

- Ethics and Integrity in Research,
- Grants and Research Management,
- Research Contracts and Innovation.

Programme Packaging and Marketing

With the assistance of the RDA Communications and Marketing Senior Officer oversee the development of the creative packaging of an academic programme.

Assist in the overseeing and briefing of a commissioned service provider to develop the programme marketing material. With the assistance of the RDA Communications and Marketing Senior Officer oversee the printing of the material.

Programme Delivery

Choose the most appropriate mechanism (seminar, online, video conferencing, blended learning etc.) and level of support required in order to deliver content and support in the most effective way. Investigate the use technology to deliver, refresh, review and evaluate courses.

Coordinate and facilitate programmes and present where appropriate.

Professional Engagement

- Keep abreast of international developments and research in the field of researcher development through relevant research, participation in scholarly conferences and contributions to journals and other publications when feasible in terms of workload,
- Participate in relevant national/international research-related forums, as required,
- Implement the researcher development best-practices at the RDA.

| 3 | Internal Programme Coordination and Development | 25% | In consultation with the RDA Academic Manager and in collaboration with the other Researcher Development Coordinators, participate in internal professional development initiatives primarily, but not exclusively, for researchers at early career | Relevant, interesting and well-supported seminar program |
stage. This also includes researchers at UCT working within the postgraduate and postdoctoral sectors.

**Recruitment**
As the need arise, assist with interviewing new participants into the internal programmes.

**Provision**
In consultation with the RDA Academic Manager and in collaboration with the other Researcher Development Coordinators, help define objectives and review the options available to researchers at the Early Career (Foundation) level and contribute to the conceptualization of objectives and options for support at mid-career (Intermediary) and Advanced levels.

In consultation with the RDA Academic Manager and in collaboration with the other Researcher Development Coordinators, develop and provide additional material, seminars, workshops where necessary and do presentations where appropriate.

| 4 | Research Grants and Awards Support | 10% | Support for the Implementation of a range of research grant and award opportunities as well as special projects. Depending on the opportunity, this might involve
|   |   |   | - Coordinating the application process
|   |   |   | - Participating in the recruitment, revision and review of applications
|   |   |   | - Training researchers on how to write grant proposals
|   |   |   | - Participating in the grant monitoring process. |
|   |   |   | Timeous and well-organized grant processes
|   |   |   | A sufficient number of high quality applications are received for review.
|   |   |   | The Research Office is able to report on progress achieved by grant recipients.
|   |   |   | Grant holders provide thorough and timeous reports on their progress. |

| 5 | Management Support | 5% | Assist both the RDA Academic Manager and the RDA Business Manager in management tasks as required such as the preparation of written reports or funding proposals, meeting attendance, managing challenges within the RDA. |
|   |   |   | The RDA functions optimally with staff working as a team. |
|   |   |   | The Researcher Development programmes of the Research Office are able to source and attract funds to support their activities. |
## Minimum Requirements

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<tr>
<th>Minimum qualifications</th>
<th>Doctoral degree</th>
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<td></td>
<td>• Research and publication record.</td>
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<td></td>
<td>• Excellent communication and interpersonal skills.</td>
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<td>• Excellent organizational, management and administration skills.</td>
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<td>• Excellent conceptual and writing skills.</td>
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<td>• Demonstrated ability to understand different approaches to research, depending on the discipline.</td>
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<td>• Proven experience with the general funding environment.</td>
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<td>• Computer literacy</td>
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<td>• Demonstrated administrative ability and understanding of Higher Education structures, processes and procedures.</td>
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<td>• Flexibility (in terms of unanticipated tasks).</td>
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<td>• Ability to work under pressure and to deadlines.</td>
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<td>• Willingness to engage with new forms of technology that are relevant to Research Development programmes.</td>
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<td></td>
<td>Experience with blended learning programs or the development of online training materials would be an advantage.</td>
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| Minimum experience (type and years) | Experience in the SA Higher Education research environment either as an academic, researcher, research consultant or research project manager. |

## Competencies

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
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<th>Level</th>
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</thead>
<tbody>
<tr>
<td>Analytical thinking/problem solving</td>
<td>3</td>
<td>Creativity and innovation</td>
<td>2-3</td>
</tr>
<tr>
<td>Planning and organizing/work management</td>
<td>2-3</td>
<td>University awareness</td>
<td>2-3</td>
</tr>
<tr>
<td>Professional knowledge and skill</td>
<td>2-3</td>
<td>Adaptability/flexibility</td>
<td>3</td>
</tr>
<tr>
<td>Quality commitment/work standards</td>
<td>3</td>
<td>Coaching/developing others</td>
<td>3</td>
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