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 job descriptions.
• A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

<table>
<thead>
<tr>
<th>Position title</th>
<th>Executive Director: Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td></td>
</tr>
<tr>
<td>Job grade (if known)</td>
<td>13 (3)</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Research Office</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>Directorate</td>
</tr>
<tr>
<td>Division / section</td>
<td></td>
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<tr>
<td>Date of compilation</td>
<td>September 2019</td>
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</tbody>
</table>

PURPOSE
As a member of the University’s Leadership Lekgotla, the Executive Director for Research actively supports the DVC: Research and Internationalisation, to inform and implement the University’s strategy for research, also as it relates to postgraduate training and international collaboration.

A component of this remit is the continuous coordination and representation of research strategy and operations within the committee and working group structures of overall university management. In addition, the ED is responsible for leadership, effective functioning, and continuous improvement of services in the Research Office, the Postgraduate Studies and Researcher Development Directorate, the Office of Research Integrity and the Postgraduate Centre & Funding Office as well as colloborating with the directors of Research Contracts and Innovation, eResearch, research finance, the UCT libraries, HR and ICTS to provide an integrated research platform for UCT researchers.

The role therefore has the following main components:
• Strategic decision-making in co-operation with the DVC and through engagement with, or membership of, a range of institutional, national, and international structures (e.g. committees, working groups, boards).
• Management of strategic Stakeholder Relations in collaboration with the DVC through brokering and strengthening of external relations (local and international) with other universities, networks, donors, funding agencies, research councils and government departments.
• Leadership, management and continuous improvement of the Research Office, the Postgraduate Studies and Researcher Development Directorate, the Office of Research Integrity and the Postgraduate Centre & Funding Office.
• Collaboration with the directors or the offices of Research Contracts and Innovation, eResearch, UCT Libraries, ICTS, HR and Research Finance to provide an integrated research platform for UCT researchers.
• Implementation of an effective research management framework across the university.
<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. Strategic decision-making at institutional level in co-operation with the DVC and engagement with, or membership of, a range of institutional, national, and international structures. | 30% | • Assisting the DVC on a weekly basis during operational and planning meetings with decision-making on strategically important or urgent issues which need long-term or immediate attention, respectively  
• Port of call for, and intermediary between, the faculties and external research stakeholders (funding agencies; other universities; government departments).  
• Serving on research- or management related committees, working groups, governance boards etc. university wide to represent the research strategic decisions and initiatives and ensure their implementation | Strategic decision-making at institutional level is carried out in co-operation with the DVC and engagement with, or membership of, a range of institutional, national, and international structures. |
| 2. Strategic Stakeholder Relations management and partnerships regarding research-related issues | 20% | • Acting on invitation or as delegated by the DVC at meetings or events that require a strategic or research perspective (within the University, nationally and internationally);  
• Building and maintaining relationships between researchers, central administration, funding agencies, research councils, government departments and international organisations;  
• Serving as institutional representative on formal research networks and other research connections | The research sector is adequately and appropriately represented at internal and external fora. |
| 3. Leadership of the Research Office, the Office of Research Integrity, the Postgraduate Studies and Researcher Development Directorate and the Postgraduate Centre & Funding Office. | 30% | - An integrated set of services that are aligned with activities in other departments at UCT that support research, including Research Contracts and Innovation, eResearch, ICTS, UCT Libraries, Human Resources and Research Finance  
- Assuring professional research support services that include (but are not limited to):  
  o Research Support Services hub  
  o Relations Management hub (called Global Strategy and Visibility)  
  o Office of Research Integrity (ORI)  
  o Researcher Development hub  
  o Postgraduate Studies Directorate  
  o Postgraduate Centre & Funding Office  
  o Finance hub  

The Research Office, Office of Research Integrity, the Postgraduate Centre and Funding Office and Postgraduate Studies and Researcher Development Directorate operate optimally and meet all their objectives through effective line-management of the relevant portfolio staff. All professional service activities are in line with the institutional research strategy and underpinned by relevant policies. |

| 4. Oversight and planning of finances (assisted by Finance Manager) | 10% | - Leading and having oversight of a complex, large financial responsibility which includes operational funds management of the Research Office (including GOB, URC, UEC, a range of donor and / or government funds and VC strategic funding); Grants administered by the Postgraduate Funding Office (PGFO); Funds from donors for projects to enhance the capacity of the Research Office; Income generated through agency of the Research Office e.g. Grants; Publication Count Subsidy.  

Efficient and optimal management of Research Office operational funds, grants administered by the PGFO; funds from donors and income generated through agency of the Research Office. |
| 5. Line Management | 5% | - Discussing and agreeing on job objectives with each manager and PA;
- Undertaking performance management and assessment of managers and PA;
- Discussing and providing staff development opportunities (e.g. staff training, acting opportunities and representing the Executive Director where possible);
- Ensuring that each section has an optimal staff complement and resources;
- Supporting staff in their pursuit and development of innovative ideas and ways of doing things;
- Coaching staff as needed and appropriate by sharing management and leadership skills;

| 6. Transformation | 5% | - Supporting the achievement of equity targets in staff profiles, allocation of funding support for researchers and providing leadership in the transformation of the institutional culture.

|                         |     | - Managers and PA understand roles, responsibilities and objectives
- Performance of managers and PA is assessed regularly and feedback provided
- Staff are able to take advantage of development opportunities
- Research Office is optimally staffed and resourced
- Innovation and autonomy are encouraged
- Management team is coached and mentored
- Staff perform at the level expected and produce outputs which support the strategic goals of the Research Office

- Institutional transformation and equity objectives are supported. |
### MINIMUM REQUIREMENTS

<table>
<thead>
<tr>
<th>Minimum qualifications</th>
<th>Minimum experience (type and years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Masters degree. A PhD degree will be advantageous.</td>
<td>Ten years’ experience and in-depth knowledge of the Higher Education research, statutory research councils or similar research environments, specifically in relation to the structures, processes, trends and policies whereby research-related objectives are achieved. This includes demonstrated understanding of the global research and research funding landscape. Five years’ experience in a senior and strategic leadership position, leading a team of people from a range of professional and administrative backgrounds. Demonstrated experience in enabling multilateral research collaboration across disciplinary, structural and / or governance boundaries. Demonstrated experience in building national or international networks of researchers.</td>
</tr>
</tbody>
</table>

### COMPETENCIES

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
<th>Competence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical thinking / Problem solving</td>
<td>4</td>
<td>Facilitating change</td>
<td>4</td>
</tr>
<tr>
<td>Building interpersonal relationships</td>
<td>4</td>
<td>Individual Leadership</td>
<td>4</td>
</tr>
<tr>
<td>Building partnerships</td>
<td>4</td>
<td>People management</td>
<td>4</td>
</tr>
<tr>
<td>Client/student service and support</td>
<td>4</td>
<td>Resource management</td>
<td>4</td>
</tr>
<tr>
<td>Communication</td>
<td>4</td>
<td>University awareness</td>
<td>4</td>
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</tbody>
</table>