



**NOTES**

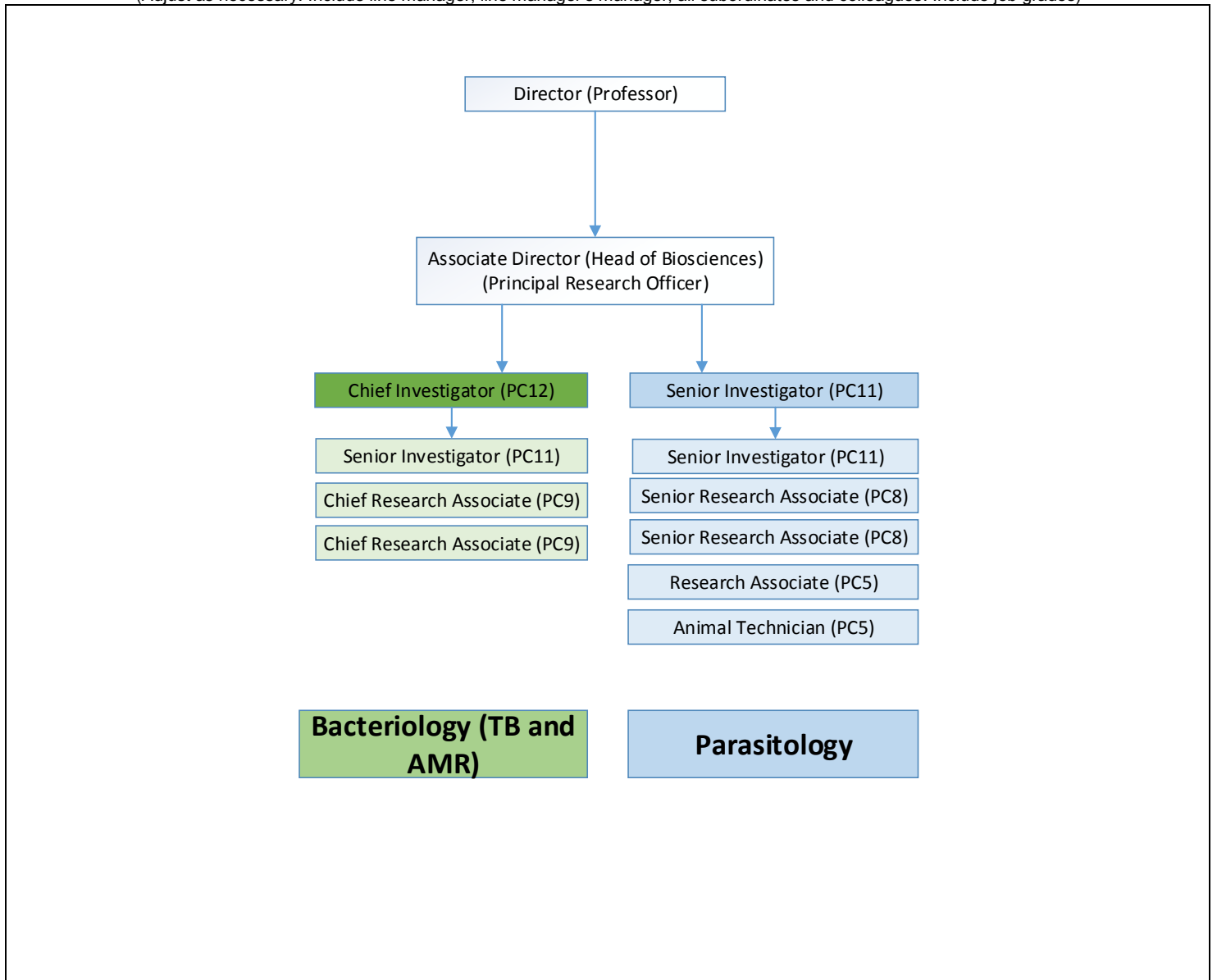
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

**POSITION DETAILS**

Position title	<i>Associate Director</i>
Job title (HR Practitioner to provide)	Head of Biosciences, H3D
Job grade (if known)	
Academic faculty / PASS department	
Academic department / PASS unit	
Division / section	H3D
Date of compilation	24 April 2017

**ORGANOGRAM**

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



## PURPOSE

The main purpose of this position is to be part of the Leadership Team responsible for overall scientific strategy and scientific governance for H3D. This person will be responsible for strategy development AND helping teams with the execution of the scientific strategy and plans. In addition to this the person is responsible for encouraging a team-based, entrepreneurial research culture at H3D

Accountabilities and responsibilities of the Associate Director include:

### Scientific & Research Impact

- Provide strategic input into the overall research portfolio of H3D in line with the organizational strategy and key stakeholder priorities (e.g., funders, collaborators, academic groups at UCT)
- As part of H3D's Senior Leadership Team, lead the decision-making process for establishing research goals and time lines for H3D's research portfolio (all research programs across disease areas and technology platforms), and guide their accomplishment, including the design and interpretation of key scientific experiments, go/no-go strategic decisions on drug discovery or technology programs, management and coordination of the overall portfolio across different disease and technology areas and interaction with external collaborators/funders
- In collaboration with H3D's Project Management Group, lead interdisciplinary teams across multiple disease areas (disease portfolio) and/or scientific/technology platforms (technology portfolio) and academic groups at UCT where applicable
- Provide strategic scientific input into technology and discovery programs, often along multiple disease areas, based on current scientific understanding and competitive assessments and in accordance with H3D overall strategic goals and funder requirements
- Working with scientific teams and the Project Management and Executive Committee, establish overall goals and priorities within a discovery or technology program in accordance with budgets and funder requirements and lead research programs to completion, including long-range goals
- Assume responsibility for disease area/technology group's results, along with communication and presentation of such results to external collaborators/funders, including UCT collaborators, and help teams with the preparation and evaluation of scientific reports
- Working with the Executive Committee, identify potential new external collaborators/funders, including UCT collaborators and develop relationship with such groups; develop relationship with UCT students/postdoctoral researchers to build a future talent pipeline for H3D
- Publish and lecture widely at internal/external meetings, provide workshops and trainings on drug discovery to the academic community at UCT; champion/write patent applications and author, review and approve internal reports and presentations

### Scientific/Technical & Operational Know-how

- Demonstrate a broad and in-depth understanding of his/her scientific field of responsibility, drug discovery principles and of H3D-wide scientific goals/priorities as agreed with external funders
- Demonstrate a working knowledge of relevant policies and procedures relevant to H3D's operations and assure strict adherence to the appropriate SOPs, safety regulations, biomedical ethics guidelines and other relevant research guidelines at UCT/H3D, such as data/information security procedures; assure the development of new SOPs in areas of gaps
- Ensure appropriate information, instruction and compliance training is provided to staff to enable them to carry out duties in a safe and competent manner; address any issues in a timely manner

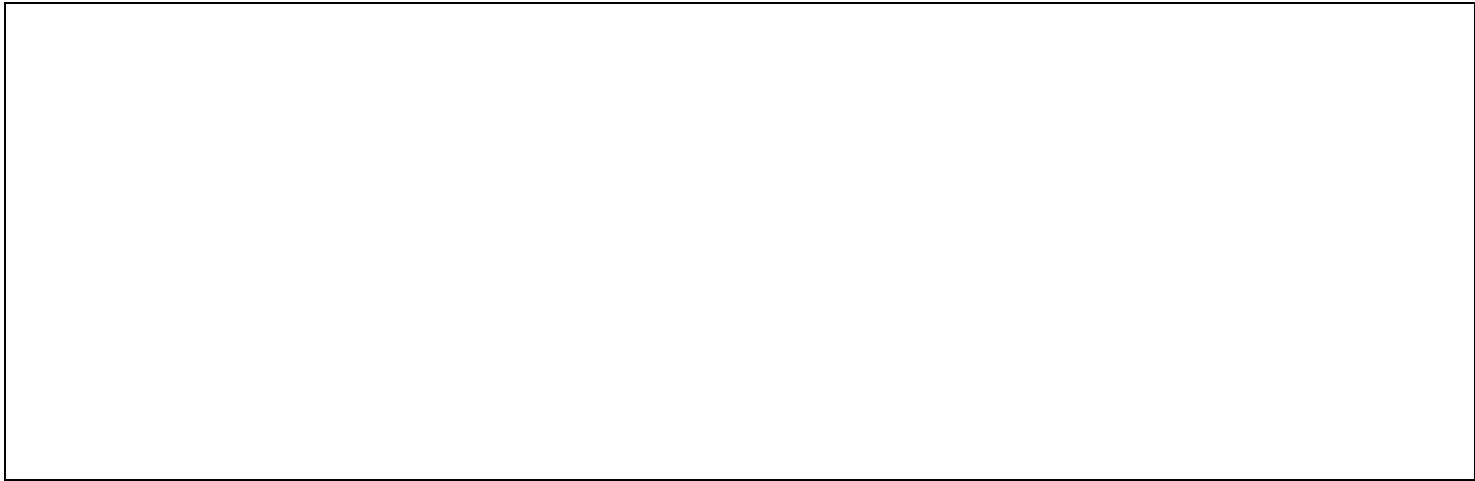
### Decision Making

- As part of H3D's Senior Leadership Team, set goals and priorities of disease area and technology portfolio in accordance with overall H3D mission
- Provide input on and build consensus around go/no-go decisions for all H3D discovery or technology projects/programs, according to overall portfolio goals
- As part of H3D's Senior Leadership Team, allocate resources to discovery/technology programs in each disease or technology area in accordance with disease area priorities and available budget
- As part of H3D's Senior Leadership Team, be responsible for establishing a budget for their area
- Help teams to develop recommendations for go/no-go decisions and alternative approaches to discovery or technology programs

### Desired Behaviors

Apply H3D Values & Behaviors with a specific focus on:

- Act as a role model in support of a collaborative environment where everybody can contribute, challenge ideas and where people are willing to take risks
- Address negative (e.g., non-collaborative) behaviours in a constructive and transparent way and help with conflict resolution; recognize positive behaviours to help create a collaborative, inclusive and open environment
- Act as a mentor/coach to H3D team members, scientists and UCT students on scientific and organizational matters
- Communicate H3D's overall priorities/goals and decisions in a clear, consistent and inspiring manner, internally and externally, in order to create a sense of urgency in the execution of H3D's patient-focused mission
- Enable teams and their leaders to develop research plans for key programs/projects and organize their day-to-day work in line with H3D overall priorities/goals and explain how key decisions at H3D support these priorities/goals
- Act as a role model for working in a team-based, matrix organization in which all research activities are targeted towards overall H3D portfolio goals; coach/mentor junior scientists to do so



**JOB CONTENT**

Key performance areas (4 – 6) (What)		% of time spent	Examples of Activities / Objectives / Tasks (How)	Examples of Results / Outcomes (Why)
1	Research Governance	10%	<ul style="list-style-type: none"> <li>Portfolio compilation and management</li> <li>Scientific decision making</li> <li>Approve scientific strategy and serve on scientific governance body</li> </ul>	<ul style="list-style-type: none"> <li>Scientific strategies</li> <li>Balanced portfolio</li> <li>Scientific strategies approved</li> </ul>
2	Interdisciplinary science	50%	<ul style="list-style-type: none"> <li>Overseeing and leading all biology efforts (target identification and validation, and at times assay development, development of disease models etc.)</li> <li>Coordinating and overseeing matrixed support functions</li> <li>Assemble teams and ensure interdisciplinary representation</li> <li>Model and expect teamwork</li> <li>Guide and mentor program leaders/principal investigators</li> <li>Motivate, guide and lead teams</li> </ul>	<ul style="list-style-type: none"> <li>Interdisciplinary project teams in place</li> <li>Scientific program aligned with organizational strategy</li> <li>Teamwork encouraged</li> <li>Motivated teams</li> <li>Staff managed</li> </ul>
3	Stakeholder management	10%	<ul style="list-style-type: none"> <li>Promoting interactions with collaborators</li> <li>Building and maintaining strong relationships both internally and external</li> <li>Identify external partners and funders</li> <li>Engagement and fundraising</li> <li>Manage expectations</li> <li>Start new collaborations</li> </ul>	<ul style="list-style-type: none"> <li>Potential partners and funders identified</li> <li>Fund raising targets achieved</li> <li>Relationships with funders and partners maintained</li> <li>New collaborations initiated</li> </ul>
4	Training	10%	<ul style="list-style-type: none"> <li>Mentor staff and students</li> <li>GOOT program participation</li> <li>Conceptualize new projects for students</li> <li>Supervise postgraduate student projects</li> </ul>	<ul style="list-style-type: none"> <li>Strong mentorship culture established</li> <li>GOOT seminars presented, GOOT projects supported</li> <li>Students supervised</li> </ul>
5	Organizational Leadership	20%	<ul style="list-style-type: none"> <li>Playing a central role in operational leadership</li> <li>Organizational behavior role models</li> <li>Health and Safety role models</li> <li>Organizational management and planning</li> <li>Financial management and planning</li> </ul>	<ul style="list-style-type: none"> <li>Organizational values and behaviors exemplified</li> <li>Health and Safety compliance</li> <li>Organizational plans in place</li> <li>Day-to-day organizational decisions made/implemented</li> <li>Financial plans and controls in place</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	<ul style="list-style-type: none"> <li>• Completion of a PhD in a relevant field or an MD</li> <li>• Widely recognized scientific leader, including strong publication record, with a proven track record on multiple projects providing leadership in solving specific project/technical issues</li> </ul>
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• Outstanding scientific excellence and experience with research portfolio management</li> <li>• 10+ years' relevant research experience in industry leading multidisciplinary teams and a track record of delivery of programmes to clinical POC;</li> <li>• Relevant supervisory / management experience of similarly sized teams.</li> <li>• High-caliber peer-reviewed publications.</li> </ul>

**COMPETENCIES**

Competence	Level	Competence	Level
<ul style="list-style-type: none"> <li>• Excellent project management and project leadership skills</li> </ul>	2	<ul style="list-style-type: none"> <li>• Teamwork/collaboration</li> </ul>	2
<ul style="list-style-type: none"> <li>• Demonstrate team leadership ability to motivate team members and provide a sense of purpose</li> </ul>	2	<ul style="list-style-type: none"> <li>• Demonstrated ability for scientific/technical mentoring/coaching</li> </ul>	2
<ul style="list-style-type: none"> <li>• The ability to clearly define a project vision and drive a clear direction with the team</li> </ul>	2	<ul style="list-style-type: none"> <li>• Ability to influence departmental strategy and cross functional interfaces.</li> </ul>	2
<ul style="list-style-type: none"> <li>• Well-developed communication and influencing skills</li> </ul>	2	<ul style="list-style-type: none"> <li>• Networking: Independently manages across multiple functions and teams and gives guidance to co-workers and team members.</li> </ul>	2

**AGREED BY**

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD				