



## NOTES

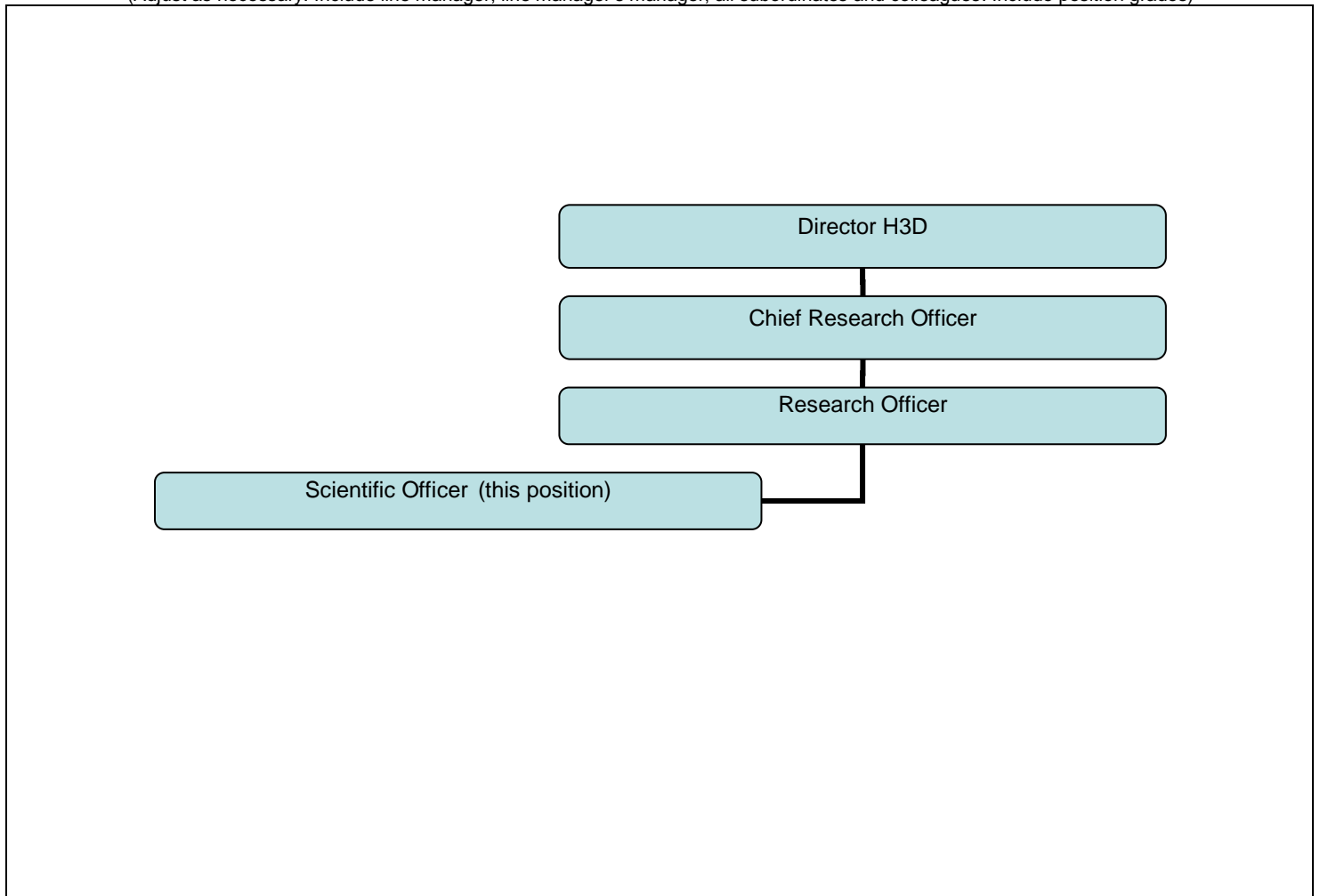
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Scientific Officer		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Drug Discovery and Development		
Division / section	H3D		
Date of compilation	October 30 <sup>th</sup> 2017		

## 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 scientific, technical and organizational support to an interdisciplinary translational research team discovering and developing innovative, lifesaving medicines.

Accountabilities and responsibilities of the Research Associate include:

#### Scientific & Research Impact

- Conduct a variety of tasks in a drug discovery laboratory requiring specific scientific or technical knowledge and laboratory techniques with regular input from supervisor
- Perform routine data generation and routine laboratory activities in support of drug discovery projects/programs
- Help address concerns and issues with data generation as they arise
- Help implement improvement in the laboratory
- Provide basic data analysis
- Document own experiments in accordance with H3D lab notebook policies (including tables, graphs, etc.)
- Share results with supervisor on an ongoing basis
- Help manage lab space and equipment, including the maintenance, calibration and validation of laboratory equipment at H3D and, where applicable, at UCT
- Work collaboratively with all team and lab members; provide technical assistance and share technical know-how with technical community at H3D and UCT as needed
- Actively participate in lab and team meetings as needed

#### Scientific/Technical & Operational Know-how

- Demonstrate ability to apply technical knowledge to complete work assignments and an understanding of modern techniques, instrumentation and underlying principles
- Help academic labs at UCT use drug discovery-related technologies and equipment where appropriate
- Perform duties with appropriate knowledge of relevant laboratory tools and procedures
- Support the implementation of H3D-wide technology or research operations projects
- Demonstrate a working knowledge of relevant research policies, guidelines and procedures; assist in the preparation of SOPs for H3D, where appropriate; complete compliance training as required
- Operate and assist with routine maintenance on instruments at H3D (and UCT as needed); help identify and report unsafe equipment, conditions and practices so that they may be corrected prior to an incident

#### Decision Making

- Conduct experiments and organize data with ongoing input from supervisor
- Seek understanding of how own experiments fit into overall research goals and organize day-to-day work accordingly

#### Desired Behaviors

Apply H3D Values & Behaviors with a specific focus on:

- Proactively share technical expertise with other members of the team/laboratory Interact with others in a positive, collaborative manner and help resolve conflicts in a constructive manner
- Support H3D mission and leadership decisions and, with help of supervisor, prioritize own tasks in support of these decisions and towards accomplishing project goals

**CONTENT**

Key performance areas (4-6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	<ul style="list-style-type: none"> <li>Scientific Support (Research/synthetic organic chemistry - to independently synthesize medicinally active compounds within a team setting)</li> </ul>	75%	<ul style="list-style-type: none"> <li>Conduct the organic synthesis of medicinally active compounds in the H3D laboratory</li> <li>Perform FHA, H2L and LO on chemical series</li> <li>Undertake literature and database searches pertinent to the research area</li> <li>Assist in the preparation of material for reports</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of intermediates and final compounds with drug like properties in a timely manner</li> <li>Identify compounds with drug-like properties</li> <li>Projects completed as per project plan from initial planning phase to final implementation and documentation</li> </ul>
2	<ul style="list-style-type: none"> <li>Technical Support</li> </ul>	10%	<ul style="list-style-type: none"> <li>Use all equipment in a modern medicinal chemistry laboratory, including performing chemical reactions, purification / characterization techniques e.g. 1H NMR, LCMS, chromatography in order to prepare compounds useful for a drug discovery program</li> <li>Trouble-shoot technical problems and routine processes</li> </ul>	<ul style="list-style-type: none"> <li>Proficient in the use of all equipment in a modern medicinal chemistry laboratory, including performing chemical reactions, purification / characterization techniques e.g. 1H NMR, LCMS, chromatography</li> <li>Resolution of technical issues</li> </ul>
3	<ul style="list-style-type: none"> <li>Training and professional development</li> </ul>	5%	<ul style="list-style-type: none"> <li>Being mentored</li> <li>Attending seminars, workshops, training courses etc.</li> </ul>	<ul style="list-style-type: none"> <li>Training/workshops/course/seminars attended</li> </ul>
4	<ul style="list-style-type: none"> <li>Organizational Support</li> </ul>	10%	<ul style="list-style-type: none"> <li>Assist with organizing and maintaining the laboratory equipment</li> <li>Purchase, store, use and dispose of materials</li> <li>Maintain records of materials</li> <li>Monitor and maintain consumable and chemical stock levels</li> </ul>	<ul style="list-style-type: none"> <li>Lab housekeeping conducted in accordance with H3D and UCT guidelines</li> <li>100% safety record</li> </ul>
4				
5				
6				

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>A minimum of a BSc. Hons degree with relevant laboratory experience or an MSc degree in synthetic chemistry or medicinal chemistry is required.</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>Good knowledge of organic chemistry principles and techniques.</li> <li>Experience of working in a drug discovery group and ability to write effectively for patent and scientific publications will be advantageous</li> </ul>			
Skills	Be proficient in the use of all the equipment in a modern medicinal chemistry laboratory including performing chemical reactions, purification and characterization techniques e.g. 1H NMR, LCMS, chromatography.			
Knowledge				
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 <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	<ul style="list-style-type: none"> <li>Good oral and written communication</li> </ul>	2		
	<ul style="list-style-type: none"> <li>Basic technical background in the use of drug discovery technologies and related laboratory techniques</li> </ul>	2		
	<ul style="list-style-type: none"> <li>Good interpersonal skills</li> </ul>	2		
	<ul style="list-style-type: none"> <li>Teamwork/collaboration</li> </ul>	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Independently synthesize medicinally active compounds within a team setting, with the goal to identify compounds with drug-like properties.
Amount and kind of supervision received	
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	