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| HR191 | <b>POSITION DESCRIPTION</b> |  <b>UNIVERSITY OF CAPE TOWN</b><br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
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**NOTES**

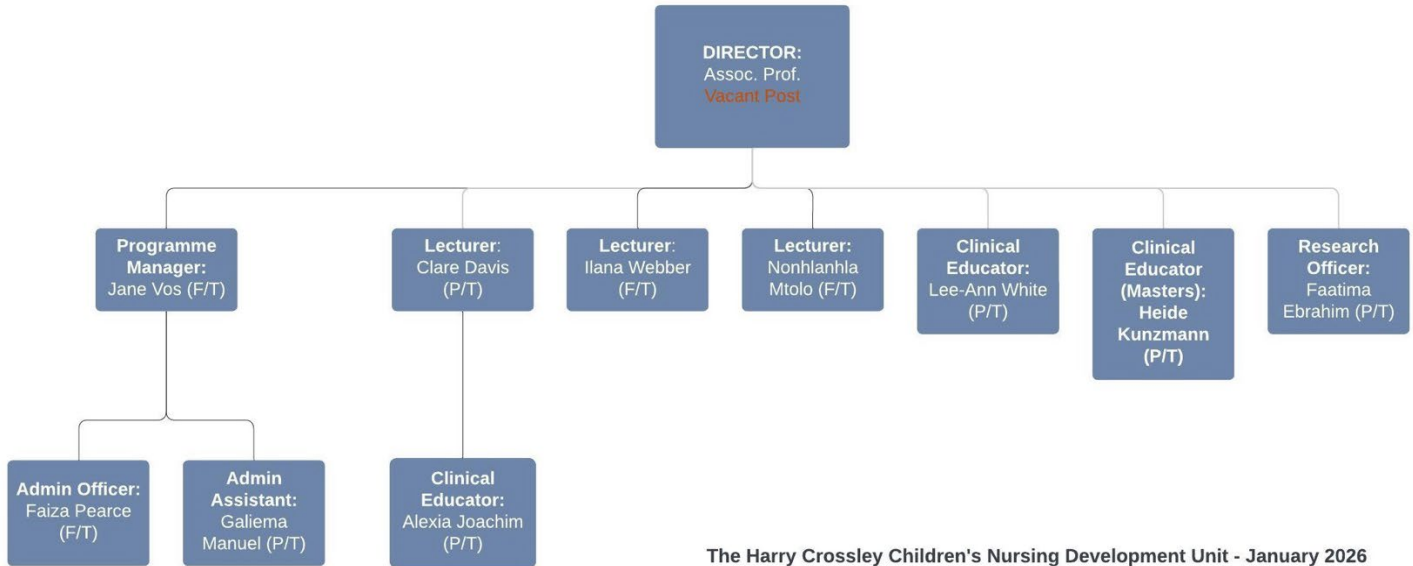
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

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| Position title                             | Director   |                             |  |
| Job title (HR Business Partner to provide) |  |                             |  |
| Position grade (if known)                  | Assoc Prof/ Prof                                       | Date last graded (if known) |  |
| Academic faculty / PASS department         | Faculty of Health Sciences                             |                             |  |
| Academic department / PASS unit            | Department of Paediatrics & Child Health               |                             |  |
| Division / section                         | The Harry Crossley Children’s Nursing Development Unit |                             |  |
| Date of compilation                        | September 2025   |                             |  |

**ORGANOGRAM**

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



**PURPOSE**

The purpose of this position is to provide intellectual, strategic, and organisational leadership of the Unit, integrating academic excellence with programme leadership, partnership development, and fundraising to ensure sustainability and impact.

The Director of the Unit is required to play a leading role in the Unit’s research, teaching, postgraduate supervision and sector engagement focused on building capacity committed to best practice for best outcomes for children – newborns to adolescents.

In addition, the Director should build and maintain strategic relationships both within and beyond the Institution, including stakeholders in healthcare and education in Africa, as well as with national and international donors to ensure the financial sustainability and growth of the Unit.

CONTENT

| Key performance areas |   | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used)   | Outputs<br>(Expected results)  |
|-----------------------|---|-----------------|---|--|
| 1                     | <b>Strategic leadership</b>               | 25%             | <ul style="list-style-type: none"> <li>Lead and manage the implementation of the Units 2026- 2028 strategic plan.</li> <li>Maintain and support the Unit's commitment to transformative and socially engaged education and practice with an expanding capacity to offer postgraduate and continuous education and micro credentialling, aligned with the 2030 UCT vision.</li> <li>Drive the best practice for best outcomes for children agenda as it relates to the WHO SDG 3.4 and support processes of change in clinical and education spaces.</li> <li>Initiate, maintain and build partnerships and alliances for responsive Afrocentric research, education and clinicianship.</li> <li>Ensure the breadth and diversity of the Unit's work by maintaining productivity across the different and also related areas of teaching and training, supporting educators and institutions and working with children's nursing leaders and teams.</li> </ul> | <ul style="list-style-type: none"> <li>Strategic plan successfully implemented with annual progress reports demonstrating achievement of key milestones.</li> <li>Expanded portfolio of accredited postgraduate, continuing education, and micro-credential programmes aligned with UCT 2030 Vision.</li> <li>Best practice framework aligned with WHO SDG 3.4 developed, implemented, and showing measurable improvements in child health outcomes.</li> <li>Sustainable Afrocentric research and education partnerships established and producing collaborative outputs.</li> </ul>  |
| 2                     | <b>Teaching</b>                           | 15%             | <ul style="list-style-type: none"> <li>Lead and innovate postgraduate education programmes curriculum development, and expansion of online and blended learning approaches.</li> <li>Convene paediatric advanced practice Master's programme.</li> <li>Provide supervision to masters and doctoral students</li> </ul>  | <ul style="list-style-type: none"> <li>Consistent delivery of high-quality teaching and training activities demonstrating breadth, diversity, and impact across the Unit's focus areas.</li> <li>Successful completion of students at all levels.</li> </ul>   |
| 3                     | <b>Research &amp; Engaged Scholarship</b> | 20%             | <ul style="list-style-type: none"> <li>Become an active and productive scholar on issues relevant to the Unit's mission and evolving programme of research and best practice.</li> <li>Starts leading a research group and with growing evidence of postgraduate outputs (publications). Supervision of postdoctoral fellows is strongly recommended.</li> <li>Use research findings to develop contextually appropriate evidence-based guidelines that guide best practice in local settings, informs policy reform and implementation.</li> <li>Provide intellectual leadership and promote the academic development of the Unit's researchers and students.</li> <li>Actively support and promote engaged scholarship broadly across the</li> </ul>  | <ul style="list-style-type: none"> <li>Scholarly outputs produced annually that advance the Unit's research agenda and contribute to best practice.</li> <li>Postgraduate supervision progressively growing</li> <li>Evidence-based practice and policy guidelines developed and disseminated to inform local and national health initiatives.</li> <li>Mentorship and academic development programmes established, resulting in strengthened research and leadership capacity</li> <li>Regional collaborations and scholarly initiatives implemented that advance engaged, contextually relevant research across Africa.</li> </ul> |

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|   |   |     | <p>African region.</p> <ul style="list-style-type: none"> <li>Promote collegial capacity development and knowledge exchange among educators and researchers within the Unit, the University and across the continent via established communities of practice.</li> <li>Actively communicate the Unit's profile and its research contributions, both nationally and internationally.</li> </ul>  | <ul style="list-style-type: none"> <li>Functioning communities of practice facilitating regular knowledge exchange and capacity development activities</li> <li>Enhanced national and international visibility through publications, conferences, and strategic communication platforms.</li> </ul>  |
| 4 | <b>Social engagement - Practice based implementation measurement and evaluation science</b> | 15% | <ul style="list-style-type: none"> <li>Embeds social engagement into workforce and system change, including advancing research and insight into health workforce development, human resources for health (HRH), workload, team functioning, and leadership. This includes cultivating new understandings of the nature of nursing work, and championing inclusive approaches that recognise the contribution and wellbeing of the children's nursing workforce.</li> <li>Leading continent-wide knowledge mobilisation efforts through the Unit's established networks, and communities of practice. This includes the Children's Nursing Best Practice Project and the Children's Nursing Training Observatory, as platforms to generate and disseminate practice-based evidence, strengthen evaluation capacity, and embed an ethos of continuous learning and leadership among practitioners.</li> <li>Positioning the Unit as a leader in Afrocentric implementation science, contributing to global knowledge from African health systems. The Director will foster partnerships with researchers, educators, ministries, and funders to ensure the Unit's work informs policy and system-level transformation in children's nursing.</li> </ul> | <ul style="list-style-type: none"> <li>Research-informed workforce development strategies implemented that enhance inclusion, leadership, and wellbeing within the children's nursing workforce.</li> <li>Functioning regional knowledge platforms generating, sharing, and applying practice-based evidence to drive continuous improvement in children's nursing.</li> <li>Recognised continental leadership in Afrocentric implementation science evidenced by strategic partnerships and policy-influencing research outputs.</li> </ul> |
| 5 | <b>Fundraising</b>  | 15% | <ul style="list-style-type: none"> <li>Develop and lead a fundraising strategy to secure and sustain substantial external funding, including multi-year grants, to support a donor-funded operating model currently at approximately R12m budgeted income and expenditure per year.</li> <li>Demonstrate personal leadership in managing significant external funding and supporting senior staff to develop and manage grant portfolios.</li> <li>Nurture and maintain relationships with local, national and international funders.</li> </ul>  | <ul style="list-style-type: none"> <li>Comprehensive fundraising strategy implemented, securing multiyear funding to sustain and expand the Unit's R12m annual operations.</li> <li>Strong and ongoing funder relationships evidenced by repeat and diversified funding commitments.</li> <li>Multiyear grants secured to fund Unit operations.</li> <li>High-quality, timely grant reports submitted, with staff demonstrating increased capacity in fundraising and financial management.</li> </ul>                                       |
| 6 | <b>Management</b>   | 10% | <ul style="list-style-type: none"> <li>Provide leadership of a complex, multi-faceted unit operating across academic, clinical practice, and multi-country partnership contexts.</li> <li>Oversee staff line management, recruitment and mentoring of senior</li> </ul>   | <ul style="list-style-type: none"> <li>Effective senior team established and supported through structured recruitment, performance management, and mentorship processes.</li> </ul>  |

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|  |  | <p>staff.</p> <ul style="list-style-type: none"> <li>• Build a positive, inclusive and collegial work environment for all staff.</li> <li>• Support senior staff in their line management and mentoring of junior staff.</li> <li>• Facilitate staff participation in decision-making processes.</li> <li>• Monitor the finances, resource stewardship, sustainability with support from Unit manager; Departmental and Faculty finance.</li> <li>• Ensure the preparation and presentation of the annual budget, budget revisions and financial statements.</li> </ul> | <ul style="list-style-type: none"> <li>• Improved staff engagement and retention reflecting a positive, inclusive workplace culture.</li> <li>• Strengthened leadership pipeline and improved performance among junior staff through consistent mentorship.</li> <li>• Regular participatory forums established, resulting in inclusive and transparent decision-making</li> <li>• Financial performance maintained within budget, ensuring efficient resource use and long-term sustainability.</li> <li>• Accurate annual budgets and financial statements prepared and approved in line with institutional requirements.</li> </ul> |
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### MINIMUM REQUIREMENTS

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| Minimum qualifications  | <ul style="list-style-type: none"> <li>• A qualification leading to registration as a professional nurse</li> <li>• A PhD in a relevant field (e.g. nursing, health professions, public health, sociology, social anthropology, social development).</li> </ul>   |       |                                       |       |
| Minimum experience (type and years)   | <ul style="list-style-type: none"> <li>• 5 years' experience working in a paediatric nursing setting.</li> <li>• A strong and sustained research track record, including peer-reviewed publications consistent with appointment at Associate Professor or Professor level (UCT benchmark: at least 10 publications over the past 5 years for Associate Professor)</li> <li>• Significant experience (minimum 5 years) in leadership and management within a university, health system, or comparable setting, including oversight of teams, budgets, and organisational performance.</li> </ul>   |       |                                       |       |
| Skills  | <ul style="list-style-type: none"> <li>• A demonstrable track record of securing and / or contributing significantly to the development and managing of substantial external funding, including multi-year grants.</li> <li>• Experience in developing and sustaining strategic partnerships across academic, health system, government, and non-governmental sectors.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to lead a diverse team and create an inclusive and supportive organisational culture.</li> </ul>   |       |                                       |       |
| Knowledge   | <ul style="list-style-type: none"> <li>• Knowledge and experience of current debates in African health systems, higher education, policy and workforce development.</li> </ul>  |       |                                       |       |
| Professional registration or license requirements   | <ul style="list-style-type: none"> <li>• Registration as Professional Nurse</li> </ul>  |       |                                       |       |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) | <b>Advantages:</b> <ul style="list-style-type: none"> <li>• A qualification in paediatric nursing.</li> <li>• Experience in postgraduate programme leadership (e.g. convening or directing Master's programmes).</li> <li>• A track record of successful postgraduate supervision (Master's and/or PhD).</li> <li>• Experience in participatory methods, applied practice improvement, implementation science.</li> <li>• Experience of measurement and evaluation processes.</li> <li>• Experience working at national level across multiple African countries or regions.</li> <li>• Experience leading the development and securing of major grants at scale (eg comparable to or exceeding R10 million per annum).</li> </ul> |       |                                       |       |
| Competencies (Refer to <a href="#">UCT Competency Framework</a> )   | Competence  | Level | Competence                            | Level |
|   | Analytical thinking / Problem solving   | 3-4   | Planning- organising /work management | 3-4   |
|   | Building partnerships   | 4     | Impact and influence                  | 3     |
|   | Communication   | 4     | Professional knowledge and skill      | 3     |
|   | Continuous Learning   | 4     | Written communication                 | 3-4   |

### SCOPE OF RESPONSIBILITY

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| Functions responsible for                | All aspects of the leadership and running of the Unit           |
| Amount and kind of supervision received  | Minimal   |
| Amount and kind of supervision exercised | Supervision (either direct or indirect) of the entire CNDU team |
| Decisions which can be made              | All decisions related to the CNDU                               |
| Decisions which must be referred         | Decisions impacting Department or University                    |

### CONTACTS AND RELATIONSHIPS

|                 |   |
|-----------------|---|
| Internal to UCT | Department, Deans' office, FHS Postgraduate & Research, Faculty staff & students, academics           |
| External to UCT | Stakeholders in healthcare and education in Africa, as well as with national and international donors |