



NOTES

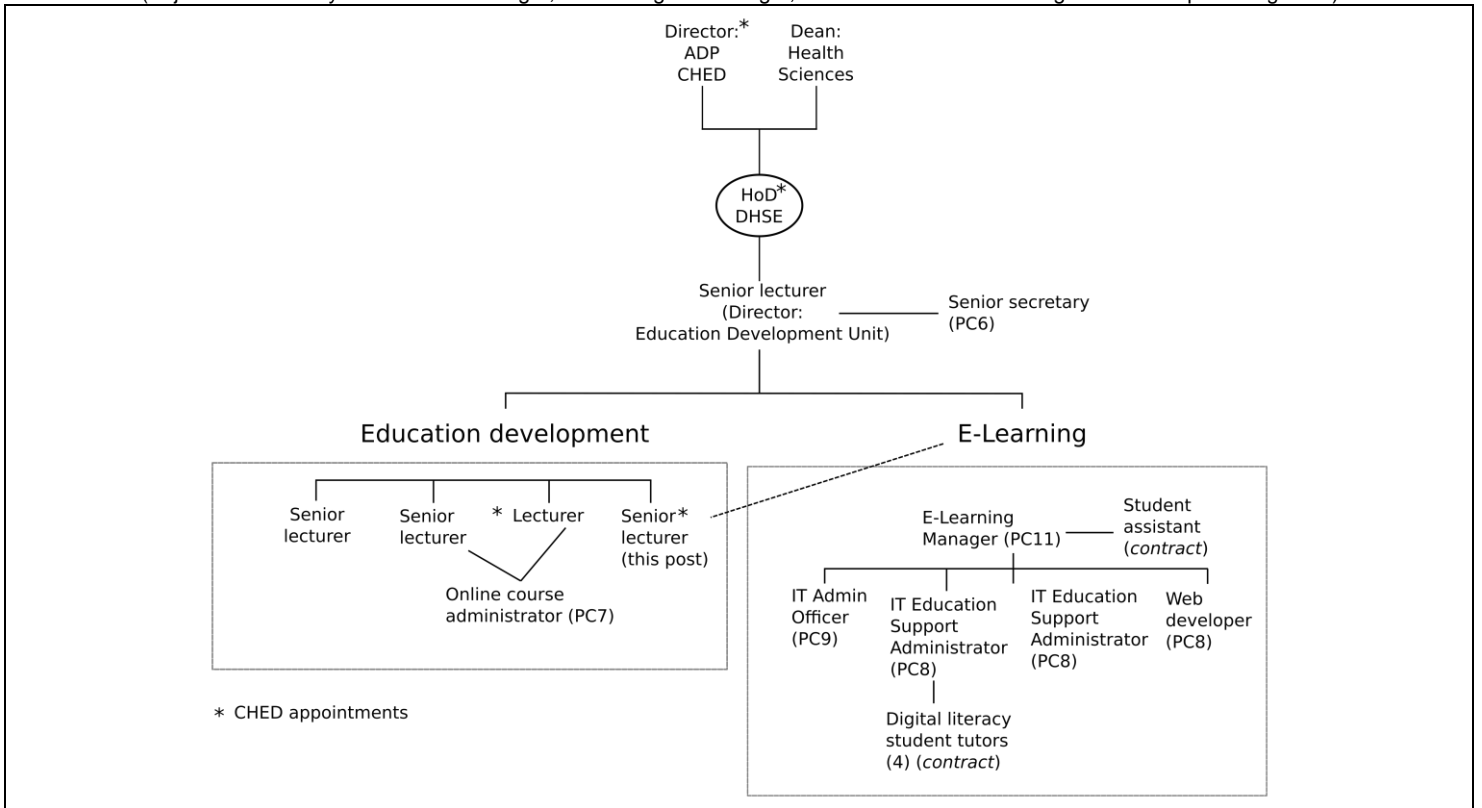
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer		
Job title (HR Practitioner to provide)	Senior Lecturer		
Position grade (if known)	Senior Lecturer	Date last graded (if known)	N/A
Academic faculty / PASS department	Academic		
Academic department / PASS unit	ADP		
Division / section	EDU: DHSE		
Date of compilation	22/2/2018		

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

- teach, convene and supervise in the department's education programmes
- contribute to curriculum and staff development initiatives
- advance university standing in the area of Health Science Education
- undertake scholarly research agenda leading to grants and publication

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching	40%	<ul style="list-style-type: none"> Develop, implement and evaluate contemporary and innovative approach to e-learning in Health Sciences Education Design staff development in innovative digital technologies for curriculum, pedagogy and assessment Convene and teach in the department's education programmes Undertake supervision of PG students 	<ul style="list-style-type: none"> Better trained staff, tutors and facilitators Better designed e-Learning curricula Better teaching, facilitation and assessment practices Improvement in throughput in the department's UG and PG programmes
2	Research	20%	<ul style="list-style-type: none"> Develop and undertake research relevant to e-Learning in Health Sciences Education. 	<ul style="list-style-type: none"> Research funding secured Conference presentations Publications
3	Service	30%	<ul style="list-style-type: none"> Develop and implement short courses for staff, tutors and facilitators on designing effective e-Learning for Health Sciences Education Support staff development undertaken by DHSE Participate in assisting staff to design constructively aligned e-Learning curricula Provide ongoing support for tutor training and facilitation skills in e-Learning in Health Sciences Education 	<ul style="list-style-type: none"> Staff development Better designed e-Learning curricula Better trained tutors and facilitators
4	Administration and Management	7%	<ul style="list-style-type: none"> Undertake administration required by the position including record keeping Plan and implement monitoring and evaluation of work Manage and monitor budget Manage staff Contribute collegially to the work of the department, faculty and the university through active participation in academic activities and management. 	<ul style="list-style-type: none"> Regular, well written reports Projects monitored Regular evaluation of outcomes Effective utilization of budgets Advance the values and work of the department, faculty and university
5	Social responsiveness	3%	<ul style="list-style-type: none"> Undertake social responsiveness project in line with expertise and experience 	

MINIMUM REQUIREMENTS

Minimum qualifications	A PhD in Health Science Education or in any other field with a focus on e-Learning in health sciences education or higher education			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Experience working in a university environment (at least 5 years); • Experience in research/scholarship evident by achievements such as publication, supervision experience or similar; • Postgraduate teaching experience; • A record of planning, operationalizing, supporting or evaluating e-Learning; • Experience in academic management and administration 			
Skills	<ul style="list-style-type: none"> • Postgraduate supervision skills • Research skills • Academic writing and grant writing skills • Project management skills • Administrative skills • Budgeting skills 			
Knowledge	<ul style="list-style-type: none"> • Knowledge of e-Learning and curriculum design • 			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Planning and organizing / work management	2
	Building interpersonal relationships	3	Professional knowledge and skill	2
	Conceptual thinking	3	Teamwork / collaboration	2
	Facilitating change	3	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Develop, implement and evaluate contemporary and innovative approaches to e-Learning; • Design and co-ordinate staff development in innovative digital technologies for curriculum, teaching and assessment; • Convene and teach in the department's education programmes; • Postgraduate supervision; • Contribute to the ethos of the Department of Health Sciences Education as an emerging academic department; • Undertake active scholarship/research agenda leading to grants and publications • Contribute collegially to the work of the department, faculty and the university through active participation in academic activities and management. • Own career development
Amount and kind of supervision received	Full supervision of delegated responsibilities initially, faded as appropriate Co-supervision of postgraduate students if appropriate
Amount and kind of supervision exercised	Own postgraduate students e-Learning team
Decisions which can be made	As delegated
Decisions which must be referred	Anything not delegated

CONTACTS AND RELATIONSHIPS

Internal to UCT	Academic departments in Faculty of Health Sciences CILT
External to UCT	e-Learning staff at other faculties of health sciences in Sa and beyond SAAHE; appropriate international organizations