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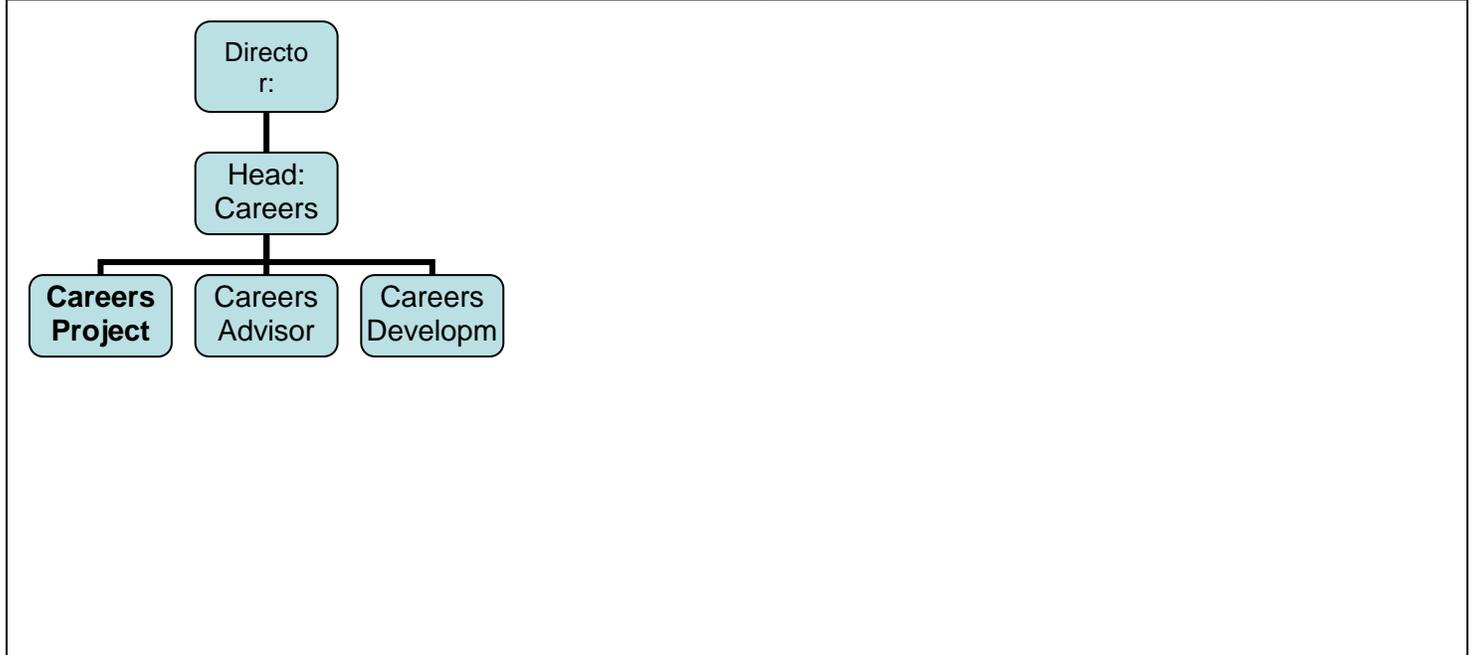
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Careers Project and Programme Manager		
Job title (HR Practitioner to provide)	Student Support Specialist (41001099)		
Position grade (if known)	10	Date last graded (if known)	March 2018
Academic faculty / PASS department	CHED		
Academic department / PASS unit	Careers Service		
Division / section	Careers Advisory		
Date of compilation	December 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 manage the UCT Plus programme, as well as other employer programmes and projects that fall under the advisory group. These programmes promote the development of various career-readiness, work-place skills, outside of the formal classroom setting, which can then be transferred into different work contexts after graduation.

In addition, the role involves managing formal accredited programmes in place in the curriculum and to develop new partnerships going forward.

The incumbent works with students, academic and professional staff, employers and industry representatives and careers advisory colleagues. The role will involve project management, programme evaluation, working with a wide range of stakeholders to design, develop, manage, promote and monitor programmes and projects and seeking growth for further opportunities.

This requires proactive engagement with students, staff and employers and experience of working with digital platforms.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1.	Programme management and implementation	25%	<p>Oversight and overall management of UCT Plus programme, and future employer skills programmes- involving planning driving engagement, managing events and training</p> <p>Manage governance of the programme as key coordinator of Advisory Group, setting meetings and providing feedback to this group</p> <p>Together with Head of Careers Advisory, advise the Advisory team on embedding UCT Plus and future programmes into Careers Advisory work</p> <p>Manage all resources attached to the programme</p> <p>Contribute to the financial planning for the UCT Plus Programme and together with Director, lead on fundraising initiatives to finance this work</p> <p>Implement current and future pathways on UCT Plus to ensure high completion rate of all pathways</p> <p>Monitor and log risk and issues arising</p> <p>Managing power pitch assessment stage on UCT Plus and training of any staff member involved</p> <p>Oversight of various employer partner programmes</p>	<p>Various curriculum and employer programmes are rolled out in a complimentary fashion according to the skill development needs of the students</p> <p>Students are tracked through various programmes using the social collective programme to log hours and then completing a reflection enabling them to qualify for the UCT Plus award</p>

2	Programme Development and Design	15%	<p>Benchmark and research international best practice to inform content and delivery models</p> <p>Design and develop new pathways for UCT Plus eg work readiness track and Entrepreneurship pathway</p> <p>Write content to guide and support students through customized reflections for different pathways</p> <p>Integrate various skills development offerings to ensure consistency across programmes</p> <p>Oversight and sign off of user information documents</p> <p>Managing FAQ process</p>	<p>Programme content and management is constantly improved and information is current.</p> <p>More students able to participate and qualify as pathways are developed that reflect various extracurricular activities</p> <p>Development of suitable pathways in response to stakeholder requests</p>
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3	Stakeholder Engagement and Marketing	15%	<p>Lead on Employer engagement for employer sections of Career readiness track</p> <p>Manage overall marketing of UCT Plus and future programmes to employers</p> <p>Promote UCT Plus with various student groups eg residences, SRC, sports bodies and societies</p> <p>Training staff, students and support staff to administer various programmes including logging and vetting hours and submissions of reflections</p> <p>Drive engagement of students registered on various programmes</p> <p>Initiate and manage prize giving events connected to UCT Plus and future employability programmes</p> <p>Manage training of PCS staff in administration of the programme</p>	<p>Key contacts made with Employers, and specifically Employer partners of the UCT Careers Service</p> <p>Progress is achieved in the participation of students in programmes that will enable them to reflect on transferable skills gained through various activities</p> <p>Strategic working relationships are built with academics and other UCT colleagues.</p>
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4	Systems support and platform management	10%	<p>In conjunction with the Head of Careers Advisory and the Head of Digital development and Engagement. manage relevant technical platforms</p> <p>Manage relationship with technical service providers</p> <p>Provide input for platform design and usage</p> <p>Log systems issues and advise on upgrades or changes of various platforms used</p> <p>Troubleshoot user issues and advise on usability improvements for platforms used</p> <p>In conjunction with relevant staff, manage the process of UCT Plus appearing on transcripts</p>	<p>Technical platforms support the needs of the programmes</p> <p>Users' needs become central in the delivery of the programmes</p>
5	Monitoring and Evaluation	10%	<p>Ongoing monitoring of award and curriculum programmes</p> <p>Regular reporting on various programmes feeding into the careers advisory dashboard</p> <p>Continuously review programme delivery, formulating and implementing changes in a timely and appropriate fashion.</p> <p>Where relevant, engage with focus groups, hold think tanks, strategy sessions and present findings for discussion</p> <p>Extrapolating data and statistics and providing management with relevant reports</p> <p>Manage report on the dashboard for the employability programmes, UCT Plus and future programmes</p>	<ul style="list-style-type: none"> • Accurate, reliable and useful quantitative and qualitative data reported on • Ensure programmes are monitored and evaluated and results are fed into careers planning and review forums

6	Workshop facilitation and curriculum support	15%	Together with Careers advisory staff, coordinate and facilitate skills workshops attached to programmes and curriculum work	Delivery of targeted workshops
7	Student engagement	10%	Engagement with students face to face or by email and assisting with one to one advisory work when necessary	Students are assisted through various methods of engagement

MINIMUM REQUIREMENTS

Minimum qualifications	Postgraduate qualification			
Minimum experience (type and years)	A minimum of 5 years work experience in a Higher education environment including programme development and management Must include familiarity with digital educational platforms and in developing and delivering training, presentations, lectures or workshops to groups of varying sizes.			
Skills	<ul style="list-style-type: none"> • Workshop development and facilitation • Managing and prioritising a demanding workload • Building and maintaining effective working relationships with various stakeholders • Effectively leading, managing and delivering on multiple projects • Achieving results under pressure • Excellent written skills and the ability to write to a variety of different audiences • Ability to work with a high degree of independence and organisation • Good analytical skills with the ability to translate data and reports to inform service delivery • Ability to work and operate as a team player 			
Knowledge	<ul style="list-style-type: none"> • Knowledge of digital platforms for educational purposes • Good understanding of the HE sector and issues of employability • Awareness of current national developments and issues in HE careers education, information, advice and guidance OR Employability OR Graduate Recruitment Market • Familiar with the use of digital technology and social media to enhance service delivery and engage students 			
Professional registration or license requirements	None			
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 UCT Competency Framework)	Competence	Level	Competence	Level
	Client/student service and support	2	Teamwork / collaboration	2
	Communication	2	Building interpersonal relationships	2
	Workshop facilitation	2	Written Communication	2
	Planning and organisation/work management	2	University awareness	2
	Analytical thinking/problem solving	2	Creativity and Innovation	2

SCOPE OF RESPONSIBILITY

Functions responsible for	UCT Plus programme, and future employer skills programmes
Amount and kind of supervision received	Broad supervision
Amount and kind of supervision exercised	None – no direct reports, but does have project management responsibilities
Decisions which can be made	Deterministic, process, system decisions
Decisions which must be referred	Those which affect the broader Careers Programme, Financial, Contractual

CONTACTS AND RELATIONSHIPS

Internal to UCT	Students, Staff, Residences, SRC, Sports Bodies and Societies
External to UCT	Employers, other universities