



NOTES

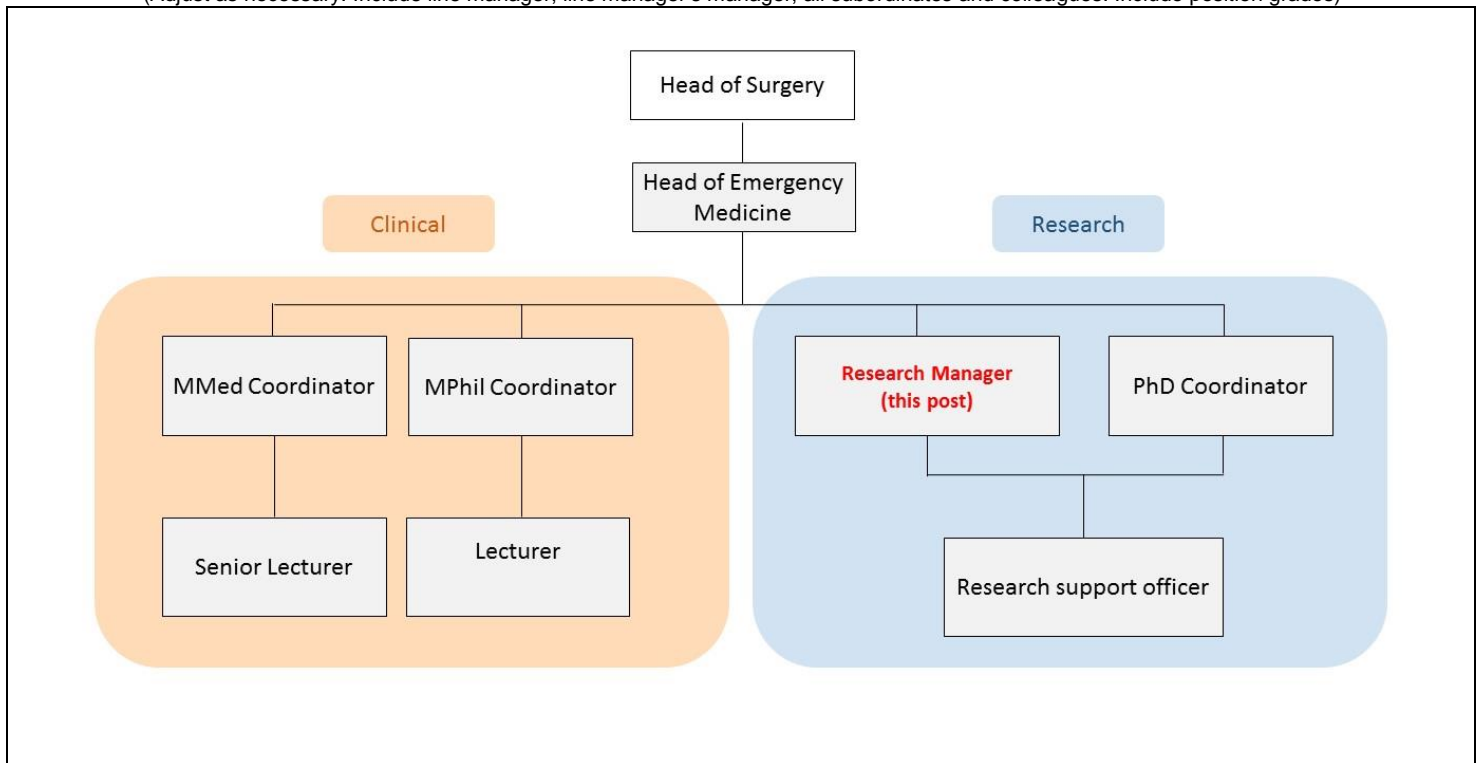
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer		
Job title (HR Practitioner to provide)	Lecturer		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences Faculty		
Academic department / PASS unit	Department of Surgery		
Division / section	Division of Emergency Medicine		
Date of compilation	Aug 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 co-ordinate, support and ensure the smooth running of the Division's suite of research activities related to Emergency Care, and to lead and drive the MSc (Emergency Medicine) program.

Tasks will include the coordination of staff and student research activities as well as coordination of workshops, conferences, and seminars for relevant projects. The incumbent will contribute to postgraduate research methods teaching on the MPhil (Emergency Medicine) and MMed (Emergency Medicine) programs. The incumbent will chair the divisional research committee (EMDRC), as well as support Principal Investigators in applying for and managing research grants that are beneficial to the Division and the university. The incumbent will also be required to carry out both primary and secondary research in topics relevant to the division.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Coordination of the Research Area and Individual Research Projects	45%	<ul style="list-style-type: none"> • Assist senior academic division staff and the division secretary in coordinating and planning overall research opportunities and activities in the Division. This would include running the divisional research committee (EMDRC), compiling and updating the division's research project database, research planning, operational, documentation and ensuring effective communication among research staff and students. • Assist with overall research planning, coordination and implementation of research projects, including: <ul style="list-style-type: none"> ○ Research protocol development ○ Supervisor interest mapping and project matching ○ Grant planning and management ○ Arranging stakeholder meetings and ensuring effective engagement and communication with all project partners. ○ Operational planning for project implementation ○ Training of staff and others involved in research, in particular junior research supervisor development and support ○ Implementation of research projects, including management and analysis ○ Project write up, reporting and general copy-editing • Work with senior academic division staff to identify new research questions, sites, and funding opportunities, building networks, engaging new stakeholders, conducting literature reviews and funding announcement searches, supporting grant proposal writing and participating in strategic planning • Assist senior academic division staff and division secretary with compiling and communicating aspects of research projects (individual as well as the overall, i.e. annual research reports, etc.) as well as maintaining a thesis and examiner database 	<ul style="list-style-type: none"> • Meetings and other events are well-planned, participants are well-prepared, and discussions and decisions are accurately captured, conveyed to other stakeholders and acted upon. • Research activities—overall and within individual projects—are effectively coordinated and projects run smoothly, according to protocol and timelines. • Challenges in project implementation are identified early and resolved efficiently, effectively and fairly. • Key research activities and findings are effectively communicated/ publicised.
2	MSc program coordination	15%	<ul style="list-style-type: none"> • To oversee the registration of, input of marks and university administration of the MSc students • Keep material content up to date • To support supervisors in ensuring that students progress at an appropriate rate through the MSc program. 	<ul style="list-style-type: none"> • Related materials are up to date, relevant and cohesive to faculty and University wide processes • Aim for 75% of students completing the MSc within 2 years

3	Postgraduate Teaching in emergency care	15%	<ul style="list-style-type: none"> • Research methods teaching on the MPhil and MMed programs 	<ul style="list-style-type: none"> • Research methods teaching and learning is relevant and effectively facilitated
4	Support for supervision of Masters and PhD students in the Division	10%	<ul style="list-style-type: none"> • To ensure that Masters students receive appropriate support and continuity of supervision through faculty and outside supervisors to enable them to progress through the program • Supervision of Masters and PhD students within the Division 	<ul style="list-style-type: none"> • Student dissertation throughput and output. • Aim to ensure 75% of students submit their research for publication within 2 years. • Core research administration tasks such as project proposal development and submission, project reporting and ethics review are effectively coordinated and supported.
5	Conducting Primary and Secondary Research	10%	<ul style="list-style-type: none"> • Conduct primary and secondary research as determined in collaboration with the Head of the Division • To develop an academic track record in emergency care • To increase the Division's academic outputs 	<ul style="list-style-type: none"> • Research projects in this Research Area are carried out to a high standard of intellectual rigor and academic integrity. • Findings from these research projects are written up and communicated effectively to the appropriate academic, community and policy audiences.
6	Administrative role within the Division	5%	<ul style="list-style-type: none"> • To assist with Divisional administration requirements via the Department and Division administrators and relevant UCT support staff (finance, HR, etc) 	<ul style="list-style-type: none"> • Divisional administrative burden is shared between academic staff

MINIMUM REQUIREMENTS

Minimum qualifications	PhD in a health science field			
Minimum experience (type and years)	Minimum 5 years postdoctoral experience in health science field			
Skills	<ul style="list-style-type: none"> • Proven experience in successfully coordinating and communicating with a diverse team of researchers • Proven experience in carrying out core research tasks such as literature reviews, scoping of funding opportunities, writing and revising research protocols, interview guides and reports, and coordinating research review by ethics committees. • Proven experience working effectively with a broad range of stakeholders, including academics, students, NGO staff, healthcare workers and managers, and community members. • Strong computer literacy skills (Word, Excel, e-mail and calendar programs, PowerPoint) • Strong communication skills (written and oral) 			
Knowledge	<ul style="list-style-type: none"> • Research methodology, including quantitative and qualitative methods • Basic biostatistical 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'.)	Demonstrable experience in emergency care research Demonstrable experience in teaching Demonstrable experience in successful grant writing			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Building interpersonal relationships	2
	Client/student service and support	2	Communication	2
	Conceptual thinking	2	Creativity and innovation	2
	Planning and organizing / work management	2	Teamwork / collaboration	2
University awareness	2			

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Research coordination in the Division • Coordination of MSc program in the Division • Supervision and mentoring of Masters and PhD students in the Division • Research related administrative tasks in the Division • Assist in the development of academic materials, modules and courses in the division
Amount and kind of supervision received	Working under direct supervision of the Head of Division
Amount and kind of supervision exercised	Supervise administrative support staff
Decisions which can be made	Decisions related to coordination of the MSc program, supervision and mentoring of own masters and PhD students
Decisions which must be referred	Decisions that directly or indirectly affect the Division (grants, finances, student intake decisions, etc)

CONTACTS AND RELATIONSHIPS

Internal to UCT	Surgery, Research Office, FHS postgraduate office, HREC
External to UCT	WCG Health, WCG EMS, African Federation for Emergency Medicine