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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

|                                            |                                                            |                             |  |
|--------------------------------------------|------------------------------------------------------------|-----------------------------|--|
| Position title                             | Director: Research Unit                                    |                             |  |
| Job title (HR Business Partner to provide) | Associate Professor / Senior Lecturer                      |                             |  |
| Position grade (if known)                  | A/Prof / Senior Lecturer                                   | Date last graded (if known) |  |
| Academic faculty / PASS department         | Health Sciences                                            |                             |  |
| Academic department / PASS unit            | Department of Family, Community, and Emergency Care (FaCE) |                             |  |
| Division / section                         | FaCE research unit                                         |                             |  |
| Date of compilation                        | 07 July 2025                                               |                             |  |

#### ORGANOGRAM

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



#### PURPOSE

The director will provide strategic leadership in establishing and developing the FaCE Research Unit. By working closely with the departmental and Healthy Futures South Africa leadership, the director will oversee the development of the strategic and research direction of the research unit. The director will lead the research team in close partnership with the FaCE department's research enterprise to establish a sustainable, participatory and engaged scholarly agenda. The director will manage the unit's staff, budget, and operations, secure research funding and assist other researchers with grant applications. The role involves collaborating with stakeholders and disseminating findings to academic and community audiences to promote impactful, evidence-based solutions that are contextually responsive and socially accountable. Furthermore, the director will implement a sound monitoring and evaluation framework in alignment with the UCT policies and guidelines, as outlined by the University Research Committee accreditation criteria.

# CONTENT

| Key performance areas |                       | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Outputs<br>(Expected results)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|-----------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | Teaching and Learning | 20%             | <ul style="list-style-type: none"> <li>• Mentor supervisors of postgraduate students through their research projects and academic paths.</li> <li>• Supervise postgraduate students to completion</li> <li>• Consultant to supervisors and students on methodologies and resources.</li> <li>• Organise regular workshops on research methodologies, grant writing, and publication strategies.</li> <li>• Work with research support committees to determine relevant workshop topics</li> <li>• Offer personalised advice on writing papers, theses, and academic publications.</li> <li>• Help students develop professional skills like grant writing and academic collaboration.</li> <li>• Promote experiential learning through research projects in COPC and other clinical sites.</li> </ul> | <ul style="list-style-type: none"> <li>• Improved research quality and progress among postgraduate students.</li> <li>• Enhanced supervisory skills among faculty, leading to more effective student guidance.</li> <li>• Higher quality research outputs from the PG student cohort, including publications and successful grant applications.</li> <li>• Positive feedback from students on training sessions and workshops.</li> <li>• Increased research capacity within the faculty, as students and supervisors develop new skills.</li> <li>• A minimal number of students extend their registration beyond the expected time due to incomplete research</li> </ul>                                                                                                                                                                  |
| 2                     | Research              | 30%             | <ul style="list-style-type: none"> <li>• Research Agenda Development: Oversee the development of a research agenda, ensuring it addresses priority areas and stakeholder interests.</li> <li>• Develop a personal research agenda aligned with the strategic direction of the research unit and COPC projects.</li> <li>• Collaborate in applying for relevant research grants from a diversity of funders</li> <li>• Present research findings in relevant journals, popular media, conferences and academic meetings</li> <li>• Establishes collaborations that facilitate sustainable research funding</li> </ul>                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• The Director has a personal development plan and research agenda which aligns with the departmental agenda</li> <li>• Reasonable success in grant applications, benchmarked against other productive research units in the faculty</li> <li>• Research funding sustainability is evidenced by the capacitation of permanent staff in successful grant writing</li> <li>• Secured research funding that ensures sustainability of FaCE research unit and completion of all research projects.</li> <li>• Enhanced ethical compliance in research proposals and practices.</li> <li>• Strengthened collaboration for successful completion and funding of research projects.</li> <li>• The department has formal collaborations with external partners that sustains research enterprise</li> </ul> |

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|---|-------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Management, Leadership and Administration | 30% | <ul style="list-style-type: none"> <li>• Lead the establishment of a departmental research unit accredited by the University Research Committee (URC)</li> <li>• Contribute to the development the departmental research strategic vision, aligning it with institutional goals and stakeholder needs.</li> <li>• Manage the research budget, staff, and day-to-day operations, ensuring smooth implementation of all activities within budget.</li> <li>• Provides financial oversight of research budgets, while contributing to financial sustainability of the research project</li> <li>• Facilitate and lead stakeholder consultations, workshops, and meetings to define the department's research focus and agenda.</li> <li>• Supervise and support senior lecturers, research assistants, and administrative staff.</li> <li>• Implement a monitoring and evaluation framework to assess the unit's progress and ensure it meets its objectives.</li> <li>• Develops and implements research capacity-building activities for departmental researchers</li> </ul> | <ul style="list-style-type: none"> <li>• The Department has a contextually relevant, socially responsive research agenda, which is widely disseminated to all stakeholders</li> <li>• Supported and equipped staff members capacitated to contribute to the research unit's relevance and outputs.</li> <li>• Strengthened research infrastructure and governance within the research unit.</li> <li>• Successful research grants secured and managed effectively with a sustainable budget and resources A transparent and efficient monitoring and evaluation system is in place, which tracks progress and supports the management of activities towards achieving the agreed goals.</li> <li>• .Academics within the department have access to capacity-building resources and training opportunities to enhance their research skills</li> </ul> |
| 4 | Social Accountability                     | 20% | <ul style="list-style-type: none"> <li>• Ensure research initiatives contribute to addressing community health needs through social accountability models.</li> <li>• External Representation: Act as the unit's representative in external collaborations and partnerships, securing funding and fostering relationships.</li> <li>• Strengthen partnerships between academic institutions, healthcare facilities, and community organisations.</li> <li>• Facilitate engaged scholarship that translates research into policy and practice.</li> <li>• Support the dissemination of research findings to academic, clinical, and community audiences for more significant impact.</li> <li>• Monitor the impact of dissemination activities and refine future approaches.</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Strengthened partnerships between researchers, community leaders, and healthcare providers.</li> <li>• Increased community engagement in research initiatives.</li> <li>• Dissemination of research findings leading to actionable insights and policy changes.</li> <li>• Enhanced trust and cooperation between the research unit and all stakeholders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### MINIMUM REQUIREMENTS

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |                                   |       |
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| Minimum qualifications                                                                                                                                   | <ul style="list-style-type: none"> <li>PhD in a field relevant to primary health care (eg. biomedical, clinical, rehabilitation or social sciences)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |       |                                   |       |
| Minimum experience (type and years)                                                                                                                      | <ul style="list-style-type: none"> <li>Demonstrable experience in research supervision at master's and doctoral levels.</li> <li>A strong publication record in peer-reviewed journals as lead or senior author.</li> <li>Demonstrable experience in securing and managing external research grants or funds.</li> <li>Demonstrable experience in research ethics and governance</li> </ul>                                                                                                                                      |       |                                   |       |
| Skills                                                                                                                                                   | <ul style="list-style-type: none"> <li>Strong mentorship and research training skills</li> <li>Ability to engage effectively with diverse stakeholders</li> <li>Proficiency in research software (e.g., NVivo, SPSS, Stata, R)</li> <li>Strong leadership, team-building, and interpersonal skills</li> <li>Excellent academic writing and communication abilities</li> </ul>                                                                                                                                                    |       |                                   |       |
| Knowledge                                                                                                                                                | <ul style="list-style-type: none"> <li>Familiarity with the South African healthcare and research landscape</li> <li>Knowledge of community-oriented primary care models</li> <li>Understanding of higher education and postgraduate research supervision frameworks</li> <li>Awareness of ethical and regulatory considerations in health research</li> </ul>                                                                                                                                                                   |       |                                   |       |
| Professional registration or license requirements                                                                                                        | <ul style="list-style-type: none"> <li>Ability to travel to project sites</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |                                   |       |
| Other requirements<br>(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>Experience in co-ordinating staff development activities</li> <li>Played a role in initiating and sustaining national, continental or global research networks</li> <li>Ability to work with a variety of research methodologies (spanning qualitative and quantitative)</li> <li>Experience in translating research strategy to implementation</li> <li>Experience in monitoring and evaluation</li> <li>Multilingual language proficiency for Western Cape</li> </ul> |       |                                   |       |
| Competencies<br>(Refer to <a href="#">UCT Competency Framework</a> )                                                                                     | Competence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Level | Competence                        | Level |
|                                                                                                                                                          | Analytical thinking/problem solving                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3     | Conceptual thinking               | 3     |
|                                                                                                                                                          | Building interpersonal relationships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3     | Decision-making/judgement         | 3     |
|                                                                                                                                                          | Client /student service and support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 3     | Resilience/tenacity               | 3     |
|                                                                                                                                                          | Communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3     | Creativity and innovation         | 3     |
|                                                                                                                                                          | Planning and organising/work management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 3     | People management                 | 3     |
|                                                                                                                                                          | Coaching/Developing others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3     | Quality commitment/work standards | 3     |
|                                                                                                                                                          | Meeting facilitation/leadership/participation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3     | Teamwork/collaboration            | 3     |
|                                                                                                                                                          | Professional knowledge and skill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 3     | University awareness              | 3     |

### SCOPE OF RESPONSIBILITY

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Functions responsible for               | <ul style="list-style-type: none"> <li>Leadership and Strategic Vision: Co-develop the department's research strategy, aligning it with institutional goals and stakeholder needs.</li> <li>Stakeholder Engagement: Facilitate and lead stakeholder consultations, workshops, and meetings to define the unit's research focus and agenda.</li> <li>Research Agenda Development: Oversee the creation of a research agenda, ensuring it addresses priority areas and stakeholder interests.</li> <li>Operational Management: Oversee the establishment of a departmental research unit, its budget, staff, and day-to-day operations, ensuring smooth implementation of all activities.</li> <li>Staff Management: Supervise and support senior lecturers, research assistants, and administrative staff.</li> <li>External Representation: Act as the department's representative in external collaborations and partnerships, securing funding and fostering relationships.</li> <li>Research Output: Contribute to high-quality research output, ensuring the department's work is published in relevant academic and professional venues.</li> <li>Monitoring and Evaluation: Implement a framework to assess the departmental research progress and ensure it meets its objectives.</li> </ul> |
| Amount and kind of supervision received | <ul style="list-style-type: none"> <li>Reports to the FaCE HOD.</li> <li>Receives guidance on strategic direction and institutional priorities from the departmental research advisory forum.</li> <li>Works independently with minimal supervision, expected to take the initiative in research development and mentorship activities.</li> <li>Engages in periodic performance reviews and feedback sessions with senior leadership in the department and HFSA project leadership team.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Amount and kind of supervision exercised | <ul style="list-style-type: none"> <li>• Provides direct mentorship and supervision to postgraduate students and faculty members.</li> <li>• Oversees research training programs and supervises research coordinators.</li> <li>• Leads project teams for research initiatives and engaged scholarship.</li> </ul>                                                                                                                                                                                                                                     |
| Decisions which can be made              | <ul style="list-style-type: none"> <li>• Budgetary and financial approvals for research initiatives.</li> <li>• Planning and execution of research capacity-building programs.</li> <li>• Selection of research methodologies and ethical considerations for projects.</li> <li>• Approval of research mentorship plans and training activities.</li> <li>• Final approval for research projects requiring ethical clearance and institutional review.</li> <li>• Design and implementation of research projects and collaborative studies.</li> </ul> |
| Decisions which must be referred         | <ul style="list-style-type: none"> <li>• Major strategic shifts in research direction requiring institutional endorsement.</li> <li>• High-level policy changes affecting research governance and postgraduate supervision.</li> </ul>                                                                                                                                                                                                                                                                                                                 |

#### CONTACTS AND RELATIONSHIPS

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Internal to UCT | <ul style="list-style-type: none"> <li>• FaCE research team.</li> <li>• Department of Family, Community and Emergency Care (FaCE) – HOD, administrative staff and other staff.</li> <li>• Health Futures South Africa project team and partners.</li> <li>• Department of Health and Rehabilitation Sciences.</li> <li>• Faculty of Health Sciences research office and postgraduate studies committees.</li> </ul> |
| External to UCT | <ul style="list-style-type: none"> <li>• Western Cape Department of Health and Wellness: particularly linked to the HFSA COPC sites.</li> <li>• National and international research collaborators.</li> <li>• Funding agencies and ethics review boards.</li> <li>• Community-based organisations and COPC site stakeholders.</li> </ul>                                                                            |