

HR191	JOB DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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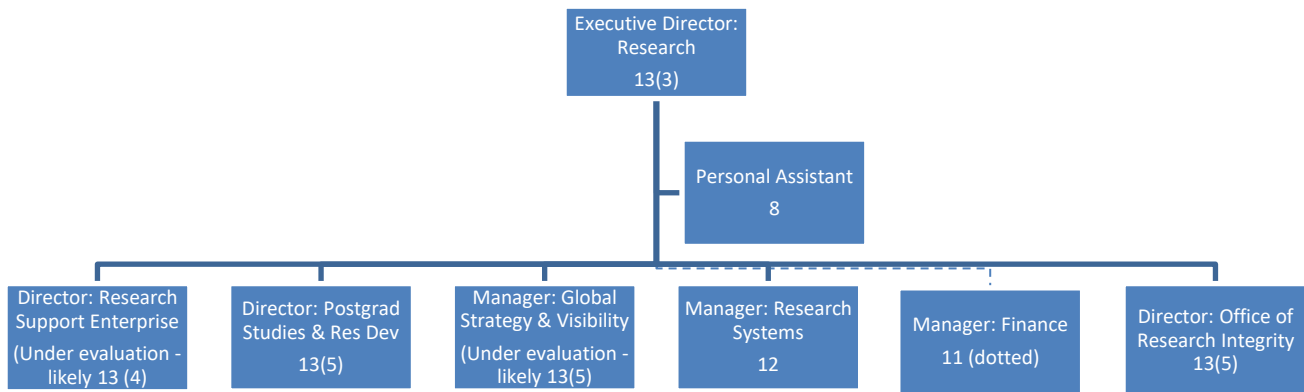
NOTES

- 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 job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Executive Director: Research
Job title (HR Practitioner to provide)	
Job grade (if known)	13 (3)
Academic faculty / PASS department	Research Office
Academic department / PASS unit	Directorate
Division / section	
Date of compilation	September 2019

ORGANOGRAM



PURPOSE

As a member of the University's Leadership Lekgotla, the Executive Director for Research actively supports the Deputy Vice-Chancellor: Research and Internationalisation (DVC: R&I), to inform and implement the University's strategy for research, also as it relates to postgraduate training and international collaboration.

A component of this remit is the continuous coordination and representation of research strategy and operations within the committee and working group structures of overall university management. In addition, the ED is responsible for leadership, effective functioning, and continuous improvement of services in the Research Office (RO), the Postgraduate Studies and Researcher Development Directorate (PSRD), and the Postgraduate Centre & Funding Office (PCFO) as well as collaborating with the directors of Research Contracts and Innovation (RC&I), eResearch, International Academic Programmes Office (IAPO), research finance, the UCT libraries, Human Resources (HR) and Information and Communication Technology Services (ICTS) to provide an integrated research platform for UCT researchers.

The role therefore has the following main components:

- Strategic decision-making in co-operation with the DVC and through engagement with, or membership of, a range of institutional, national, and international structures (e.g. committees, working groups, boards).
- Management of strategic Stakeholder Relations in collaboration with the DVC through brokering and strengthening of external relations (local, regional and international) with other universities, networks, donors, funding agencies, research councils, government departments and industry.
- Leadership, management and continuous improvement of the Research Office including the Office of the Executive Director, Research Support Enterprise, Global Strategy and Visibility, eResearch and Research Systems, the Postgraduate Studies and Researcher Development Directorate, the Office of Research Integrity and the Postgraduate Centre & Funding Office.
- Collaboration with the directors or the offices of RC&I, eResearch, IAPO, UCT Libraries, ICTS, HR and Research Finance to provide an integrated research platform for UCT researchers

- Implementation of an effective research management framework across the university.

JOB CONTENT

Key performance areas (4 – 6) (What)	% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1. Strategic decision-making at institutional level in co-operation with the DVC and engagement with, or membership of, a range of institutional, national, and international structures	30%	<ul style="list-style-type: none"> • Assisting the DVC on a weekly basis during operational and planning meetings with decision-making on strategically important or urgent issues which require long-term or immediate attention, respectively. • Port of call for, and intermediary between, the faculties and external research stakeholders (funding agencies; other universities; government departments; industry). • Serving on research or management related committees, working groups, governance boards etc. university wide to represent the research strategic decisions and initiatives and ensure their implementation. 	Strategic decision-making at institutional level is carried out in co-operation with the DVC and engagement with, or membership of, a range of institutional, national, and international structures.
2. Strategic Stakeholder Relations management and partnerships regarding research-related issues	20%	<ul style="list-style-type: none"> • Acting on invitation or as delegated by the DVC at meetings or events that require a strategic or research perspective (within the University, nationally, regionally and internationally); • Building and maintaining relationships between researchers, central administration, funding agencies, research councils, government departments, industry and international organisations; • Serving as institutional representative on formal research networks and other research connections. 	The research sector is adequately and appropriately represented at internal and external fora.

<p>3. Leadership of the Research Office, the Postgraduate Studies and Researcher Development Directorate and the Postgraduate Centre & Funding Office</p>	<p>30%</p>	<ul style="list-style-type: none"> • An integrated set of services that are aligned with activities in other departments at UCT that support research, including RC&I, eResearch, IAPO, ICTS, UCT Libraries, HR and Research Finance. • Assuring professional research support services that include (but are not limited to): <ul style="list-style-type: none"> ○ Research Support Services hub ○ Relations Management hub (called Global Strategy and Visibility) ○ Office of Research Integrity (ORI) ○ Researcher Development hub ○ Postgraduate Studies Directorate ○ Postgraduate Centre & Funding Office ○ Finance hub 	<p>The RO, PCFO and PSRD operate optimally and meet all their objectives through effective line-management of the relevant portfolio staff.</p> <p>All professional service activities are in line with the institutional research strategy and underpinned by relevant policies.</p>
<p>4. Oversight and planning of</p>	<p>10%</p>	<ul style="list-style-type: none"> • Leading and having oversight of a complex, large 	

Finances (assisted by Finance Manager)		financial responsibility which includes operational funds management of the RO (including General Operating Budget (GOB), University Research Committee (URC), University Equipment Committee (UEC), a range of donor and / or government funds and Vice-Chancellor strategic funding); Grants administered by the PGFO; Funds from donors for projects to enhance the capacity of the Research Office; Income generated through agency of the Research Office e.g. Grants; Publication Count Subsidy.	Efficient and optimal management of RO operational funds, grants administered by the PGFO,; funds from donors and income generated through agency of the RO.
5. Line Management	5%	<ul style="list-style-type: none"> • Discussing and agreeing on job objectives with each manager and Personal Assistant (PA); • Undertaking performance management and assessment of managers and PA; • Discussing and providing staff development opportunities (e.g. staff training, acting opportunities and representing the ED where possible); • Ensuring that each section has an optimal staff complement and resources; • Supporting staff in their pursuit and development of innovative ideas and ways of working; • Coaching staff as needed and appropriate by sharing management and leadership skills. 	<ul style="list-style-type: none"> • Managers and PA understand roles, responsibilities and objectives; • Performance of managers and PA is assessed regularly and feedback provided; • Staff can take advantage of development opportunities; • RO is optimally staffed and resourced; • Innovation and autonomy are encouraged; • Management team is coached and mentored; • Staff perform at the level expected and produce outputs which support the strategic goals of the RO.
6. Transformation	5%	<ul style="list-style-type: none"> • Supporting the achievement of equity targets in staff profiles, allocation of funding support for researchers and providing leadership in the transformation of the institutional culture. 	<ul style="list-style-type: none"> • Institutional transformation and equity objectives are supported.

MINIMUM REQUIREMENTS

Minimum qualifications	A Master's degree. A PhD degree will be advantageous.
Minimum experience (type and years)	<p>Ten years' experience and in-depth knowledge of the Higher Education research, statutory research councils or similar research environments, specifically in relation to the structures, processes, trends and policies whereby research-related objectives are achieved. This includes demonstrated understanding of the global research and research funding landscape.</p> <p>Five years' experience in a senior and strategic leadership position, leading a team of people from a range of professional and administrative backgrounds.</p> <p>Demonstrated experience in enabling multilateral research collaboration across disciplinary, structural and / or governance boundaries.</p> <p>Demonstrated experience in building national or international networks of researchers.</p>

COMPETENCIES

Competence	Level	Competence	Level
Analytical thinking / Problem solving	4	Facilitating change	4
Building interpersonal relationships	4	Individual Leadership	4
Building partnerships	4	People management	4
Client/student service and support	4	Resource management	4
Communication	4	University awareness	4