

NOTES

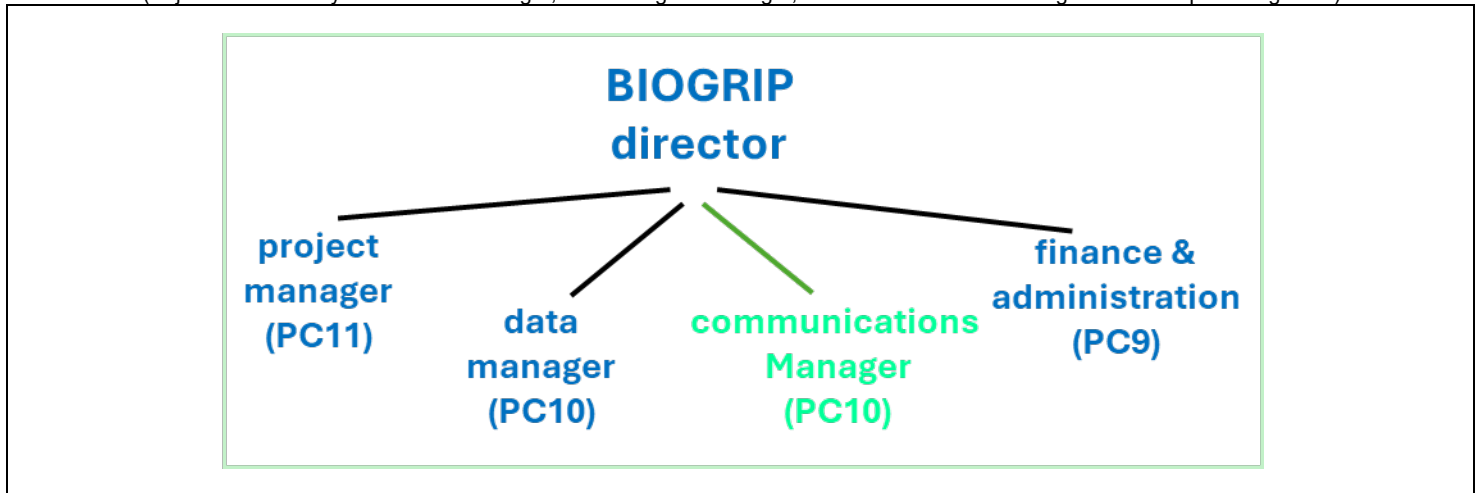
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	BIOGRIP Communications and Relationship Manager		
Job title (HR Business Partner to provide)	BIOGRIP Communications and Relationship Manager		
Position grade (if known)	PC10 (TBC)	Date last graded (if known)	
Academic faculty / PASS department	Science		
Academic department / PASS unit	BIOGRIP		
Division / section			
Date of compilation	09 April 2026		

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:

The BIOGRIP Communications Manager will be responsible for developing and implementing effective science communication strategies that promote BIOGRIP's research and activities across multiple platforms. The role focuses on enhancing visibility, strengthening stakeholder relationships, supporting funding initiatives, and positioning BIOGRIP as a leading research platform both locally and internationally through strategic outreach, events and collaborations.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Stakeholder Engagement & Relationship Management - development and implementation of communication strategies	25	<p>Develop a communication plan in support of BIOGRIP's strategic imperatives</p> <p>Develop, implement and manage communication tools for researchers within BIOGRIP and to external partners</p> <p>Maintain regular communication with stakeholders through regular meetings both in person and virtual, and through reports and newsletters</p> <p>Work with relevant stakeholders across BIOGRIP to develop communications strategies for internal and external communications</p> <p>Develop short and long term campaigns for specific services, issues and opportunities offered by BIOGRIP</p> <p>Liasing with BIOGRIP and affiliated researchers to make their services known</p> <p>Build and nurture relationships with partners, collaborators, and funders through effective communication and engagement</p> <p>Develop and evolve communication materials in print, electronic publications and multimedia tools for distribution internally and externally</p> <p>Conceptualise and plan face-to-face engagements in collaboration with stakeholders and market BIOGRIP to the target audience</p> <p>Create regular reports to assess and monitor the success of communications strategies and campaigns</p> <p>Solicit feedback from target audiences to ensure communications strategies are having the desired effect</p>	<p>BIOGRIP researchers and stakeholders know about the existence of the communications manager</p> <p>Hold meetings and engagements with key BIOGRIP partners and funders</p> <p>Developed new relationships and maintained existing ones</p> <p>Increased visibility and recognition of BIOGRIP locally and internationally</p> <p>Availability of clear communication materials such as pamphlets, booklets and other communiton materials</p> <p>BIOGRIP communications strategies align with best practice</p> <p>The communications strategies are regularly updated and kept relevant based on feedback</p> <p>Effective campaigns are developed and implemented</p>

2	Profile and promote the work of BIOGRIP	25	<p>Writing and producing information for the website including science stories and newsletters</p> <p>Expand and publicize the work of BIOGRIP and its collaborators</p> <p>Advise and coordinate advertising opportunities and develop advertisement material for BIOGRIP</p> <p>Set up regular meetings and communication channels with BIOGRIP partners</p> <p>Act as point person and maintain regular contact with managers and colleagues</p> <p>Plan and conduct meetings, workshops and other events and integrate these where overlap exists</p> <p>Monitor communication performance and adapt strategies accordingly</p> <p>Produce regular reports to assess and monitor the success of communications strategies and campaigns</p>	<p>Increased visibility and recognition of BIOGRIP at local and international levels</p> <p>Increased awareness of BIOGRIP and its work</p> <p>Facilitated and conducted meetings and workshops to integrate ideas and strengthen collaboration</p> <p>Attended open days and other related events</p> <p>Partners from different BIOGRIP nodes and partners are consulted and involved in communications and the promotion of BIOGRIP projects</p>
	Management and optimization of the BIOGRIP digital and online communications	20	<p>Manage the BIOGRIP website and assist BIOGRIP nodes and affiliated labs in developing communication materials and ensuring information is updated and branded correctly</p> <p>Manage digital, online communications and strategies</p> <p>Take main responsibility for relevant social media, including the BIOGRIP LinkedIn, Facebook and other accounts</p> <p>Use words, graphics, online media and storytelling to promote and publicise the work of BIOGRIP</p> <p>Write clearly and simplify scientific information and communicate it to BIOGRIP and collaborators</p> <p>Post relevant content to maintain and grow social media presence and followers both locally and globally</p> <p>Monitor and respond to questions and queries</p> <p>Proactively monitor and provide metrics and analytics on these communication channels</p>	<p>An up-to-date, functional, and user-friendly website and digital presence</p> <p>Technical and popular articles posted on different media and on the BIOGRIP website</p> <p>Updated and relevant information on the website and other communication material</p> <p>Consistent production of high-quality, engaging, and accessible science communication content</p> <p>Metrics and analytics for these communication channels that are communicated to the team regularly</p>

4	Training, Events & Outreach Coordination	20	<p>Conceptualise and plan face-to-face engagements in collaboration with BIOGRIP colleagues and promote/market the events to the target audience</p> <p>Plan and support the coordination of events, such as training, workshops, conferences and open days</p> <p>Facilitate meetings and workshops to integrate ideas and strengthen collaboration</p> <p>Prepare branding and marketing material for use in training events, outreach programs and expositions</p>	<p>Well-organised and impactful events that enhance collaboration and knowledge sharing</p> <p>Growth in audience reach, engagement, and public awareness of BIOGRIP's work</p> <p>Understands how their audience views and interprets their communications and uses this information to improve their strategy</p> <p>Supply marketing materials to target audiences</p>
5	Partnerships, Funding & Proposal Development	10	<p>Support the identification of funding opportunities and contribute to proposal development in collaboration with BIOGRIP staff</p> <p>Attending conferences or workshops to present BIOGRIP work</p> <p>Develop and implement coherent campaigns in line with BIOGRIP priorities</p> <p>Assist with reporting requirements for funders</p>	<p>Participate and present sessions at BIOGRIP or other training courses</p> <p>Assisting with science communications and popularising complex scientific findings</p> <p>Attendance at meetings or workshops</p> <p>Assisted in preparation of funding reports</p>

MINIMUM REQUIREMENTS

Minimum qualifications	M.Sc., M.Eng. or similar degree, preferably in natural or applied sciences			
Minimum experience (type and years)	minimum 3 years work experience with exposure to science communications and relationship management			
Skills	<ul style="list-style-type: none"> > ability to write clearly and simplify complex information > ability to make science knowledge personal, appealing and relevant > skilled in the use of words, graphics, online media and storytelling > excellent interpersonal skills with known and unknown people > ability to work in a team, manage expectations from others and adhere to deadlines > good interpersonal relations and capability to work with researchers in a wide range of disciplines > able to conduct meetings, workshops and integrate ideas > clear communicator, reliable and trustworthy 			
Knowledge	<ul style="list-style-type: none"> > a broad understanding of the scope of work in the natural sciences > an understanding in the field of biogeochemistry > publication record, across the spectrum of scientific, technical, popular and social media > experience in the tertiary and/or research environment > an understanding of funder/donor environment 			
Professional registration or license requirements	none - South African Council for Natural Scientific Professions (SACNASP) an advantage			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	none			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	building and maintaining partnerships	2	professional knowledge/skills	3
	creativity and innovation	2	coaching	2
	analytical thinking/problem solving	2		
	work management	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	building and maintaining strong partner relationships with key partners, supporting funding initiatives, and promoting BIOGRIP's work locally and internationally through strategic outreach, events, collaborations, creative articles, images and video media for a variety of purposes and platforms
Amount and kind of supervision received	minimal; some broad guidance and introduction to BIOGRIP research areas and people; collaborative approach required with stakeholders and interested parties
Amount and kind of supervision exercised	minimal; engagements with relevant stakeholders, maintaining communications and driving relationships with key partners
Decisions which can be made	extensive freedom and independence as job is highly specialised; choice of communication strategies, engagements with key partners and building new relationships; appropriate use of media platforms for effective dissemination of information will require creativity, balancing needs and abilities
Decisions which must be referred	travel arrangements, long term strategic goals, planned events and printing materials as these will require collaborative decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	researchers, managers, heads of departments, funders, senior postgrad students and postdocs
External to UCT	funders, key stakeholders, other node universities: NWU, SUN, UFS; collaborators, both local and international