



NOTES

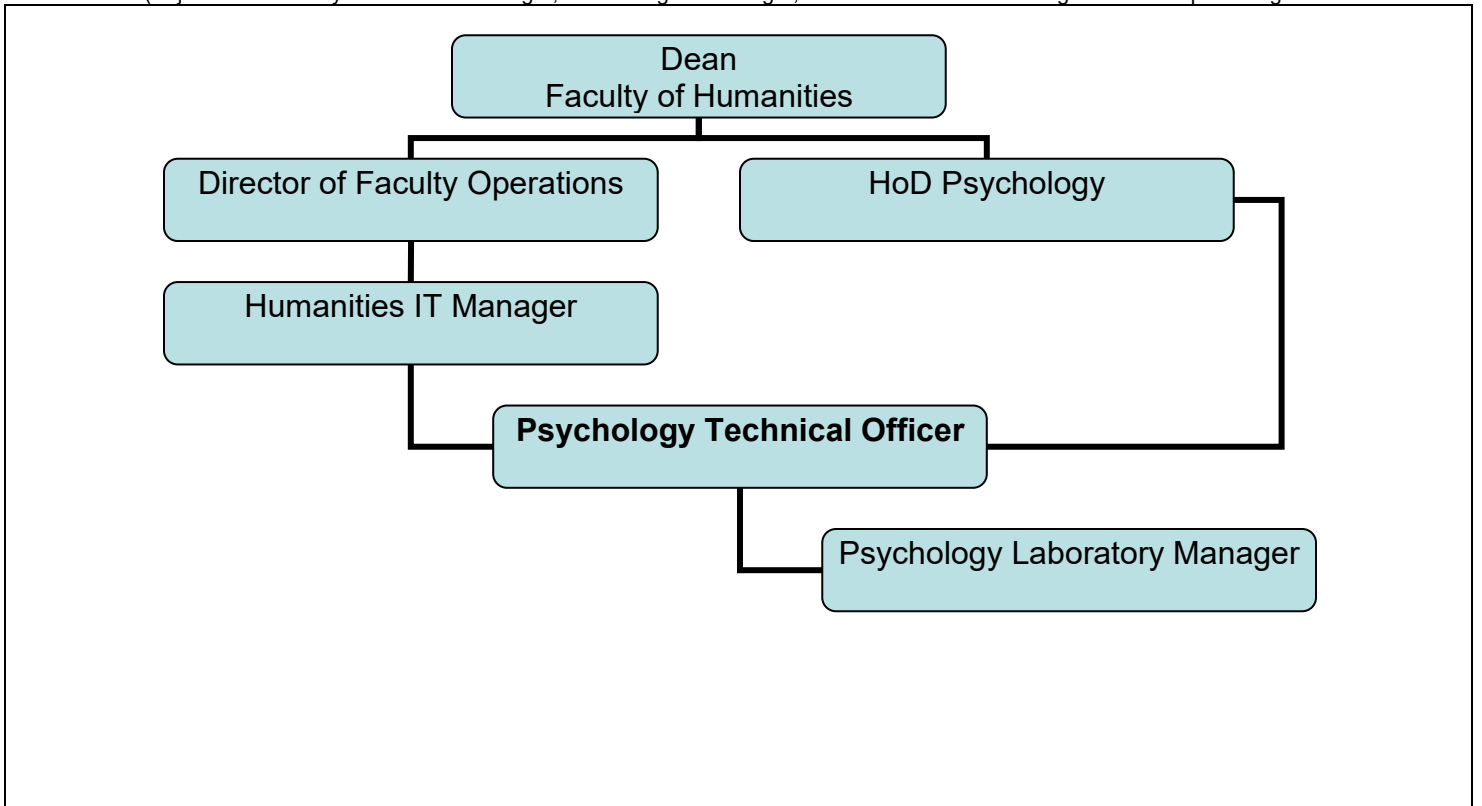
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Psychology Technical Officer (PTO)		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Humanities		
Academic department / PASS unit	Department of Psychology/Humanities Central Technology Unit (CTU)		
Division / section	Dean's Office		
Date of compilation	July 2024		

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 purpose of this position is to (a) provide strategic direction for acquisition and use of a broad range of scientific and technological resources in the Department of Psychology, (b) ensure the stability and effective running of the teaching and research equipment in the Department, (c) provide specialised support and training for staff and students in the use of highly technical equipment in the Department, (d) manage budgets and finances related to acquisition, operation, and maintenance of said equipment, and (e) be responsible for selection processes related to filling the position of Psychology Laboratory Manager, and then managing that position and supervising that person's work.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Provide strategic direction for the Department's technological resources	25%	<ul style="list-style-type: none"> Advise academic staff and students as to the best ways available technology (e.g., psychophysiological equipment, virtual reality software) might be used to collect data suitable to their research aims Advise academic staff and students as to technology that would need to be acquired in order that they might collect data most suited to their research aims Develop short-, medium-, and long-term plans (e.g., 1-year, 3-year, and 5-year) plans for building on existing technological infrastructure 	<ul style="list-style-type: none"> Increased quantity and quality of research outputs (e.g., more articles published in higher-impact journals) <p>Increased volume of MA and PhD graduation, with more students graduating in fewer years</p>
2	Financial management related to the Department's technological resources	10%	<ul style="list-style-type: none"> Develop funding proposals that will assist Department in acquiring technology that will help staff and students meet research aims, and will help Department in attaining its mission Manage budgets after successful acquisition of funds, as well as broader budgets related to Department's technological infrastructure Contribute to budget sections of funding proposals being developed by academic staff and students Complete insurance applications when a technological resource is stolen, damaged, or otherwise incapacitated. 	<ul style="list-style-type: none"> Budget requests sent annually to (a) Humanities Teaching Equipment and CAPEX funding sources, and (b) University Equipment Committee's Strategic Equipment fund Budget requests sent to external agencies (e.g., National Research Foundation) when an appropriate call exists Insurance forms completed and sent to appropriate internal and external agencies

3	Support students and staff in designing and programming psychological experiments using specialised equipment	20%	<ul style="list-style-type: none"> • Train students to use specialised equipment: this may occur on a one-on-one basis or through a group training schedule • Help write software programs to run the specialised equipment • Program software for staff and postgraduate students needed for research. This software may be used in, for instance, (a) virtual reality experiments, (b) complex sleep EEG scripts using MATLAB, (c) experiments using Qualtrics and E-prime software, and (d) eyewitness memory experiments using facial recognition technology. • Be available for student support for the Sleep Lab after hours • Be available to work with national and international collaborators in implementing technical aspects of studies/methods designed by members of the Department of Psychology 	<ul style="list-style-type: none"> • Students and staff are able to use the equipment, and are trained in time to meet with the demands of their research schedules • Equipment is accurately programmed. • The Department's research is conducted effectively and on time • Technical products from the Department's research efforts are disseminated to collaborators
4	Take responsibility for staffing and supervision of Psychology Laboratory Manager position	5%	<ul style="list-style-type: none"> • Create and distribute the annual advertisement for the position in question • Convene the selection committee meeting • Communicate with candidates both pre- and post-selection • Draft a contract for the successful applicant • Supervise the work of the successful applicant 	<ul style="list-style-type: none"> • Psychology Laboratory Manager position is filled with an appropriate individual each year • That individual's work is closely and appropriately supervised
5	Create, develop, and maintain archives of data collected by Department of Psychology researchers	10%	<ul style="list-style-type: none"> • Collate datasets from individual researchers into a single database, with all data deidentified • Customize the database (using the best available programming means) so that it is both secure and easily searchable • Ensure the database is updated and backed up regularly; liaise with UCT ICTS and eResearch to ensure security of archived data • Manage access to the database (e.g., only grant access to individuals with ethical approval, create a system whereby different levels of permission allow access to different pieces of the database, create custom sub-databases for researchers with specific interests in particular variables) 	<ul style="list-style-type: none"> • Safe, secure, backed-up and accessible archive of data from studies conducted in the Department of Psychology.

6	Update and keep current technical expertise in specialised software and hardware	10%	<ul style="list-style-type: none"> • Learn to use and maintain important research equipment hardware used in the department (including Eye Tracker, Polysomnograph, Biopac, CANTAB assessment system, VU-AMS, VR equipment) • Learn to use and maintain important research software programs used in the department (including EPrime, R, SPSS, BrainVoyager, Lime Survey, Qualtrics, etc.) <ul style="list-style-type: none"> • Train users in new research hardware, software, and other technical equipment as obtained by the Department 	<ul style="list-style-type: none"> • Up-to-date hardware, software, and other technical equipment available to researchers in the Department • Staff and students trained to use those pieces of equipment in the service of their research programs • Technical officer has competence and facility in the use of all hardware, software, and other technical equipment in the Department
7	Technical support for all computer and other technical equipment in laboratories and teaching venues	5%	<ul style="list-style-type: none"> • Set up, maintain, and service all computers in the laboratories and teaching venues • Manage and maintain the filming and audio equipment at the Child Guidance Clinic and at E7 (Neurology, where Psychology students train), Groote Schuur Hospital • Service all specialized laboratory equipment in the department, including (but not limited to) E-Prime, the Biopac, the Whisper Room, the VU-AMS, TOBI eye-tracker, the polysomnograph. • Ensure that all teaching venues are functional and have resources necessary for teaching and learning (including supporting meetings, symposia and conferences in the Department of Psychology) • 	<ul style="list-style-type: none"> • Fully functioning equipment in all venues • Identifies equipment that needs repair and maintenance, and actions it • Access to lab space and equipment is fair and equitable
8	Maintain existing technological resources and replace obsolete or dysfunctional pieces	5%	<ul style="list-style-type: none"> • Maintain a list of technological resources that needs replacing, according to a replacement cycle life time analysis of the equipment • Replace or repair resources in need of such • 	<ul style="list-style-type: none"> • Applications for replacement equipment are completed smoothly and timeously • The list of replacement items is always accessible • All technological resources within the Department are functional and well-maintained •
9	Manage the Department of Psychology website	5%	<ul style="list-style-type: none"> • Use existing website structure to build a site that is engaging, current, and informative, and that is innovative in its design and implementation • Update website content regularly, including on request from other staff members 	<ul style="list-style-type: none"> • Information on the website is accurate and current • Information for the website is obtained proactively by the incumbent • Website attracts new students and research collaborators

10	Ad hoc position-related tasks within the department and CTU.	5%	•	• Smooth and efficient operation of the Psychology laboratories and teaching and learning spaces
----	--	----	---	--

MINIMUM REQUIREMENTS

Minimum qualifications	Honours degree or NQF equivalent in Psychology, Computer Science, Electrical Engineering, Mathematical Statistics, or cognate fields.			
Minimum experience (type and years)	<ul style="list-style-type: none"> At least 3 years of experience working in a relevant field, with technical, budget, and staffing responsibilities At least 2 years of experience in a relevant computer programming and database management language (e.g., Python, C++, Java) At least 1 year of experience using equipment similar to that the appointed individual is expected to use in the position 			
Skills	<ul style="list-style-type: none"> Decision-making and strategic planning (e.g., advising researchers regarding the best way to build technological resources to support their studies) Technical expertise (e.g., operating computer hardware and software) High levels of programming competence Teaching and administrative aptitude Ability to direct and manage performance of subordinate(s) Strong interpersonal and leadership skills 			
Knowledge	<ul style="list-style-type: none"> Methods to implement strategic vision for technological resources Methods of budgeting and financial management (preferably, in an academic environment) Pedagogical and administrative skills (including line management) Experience working with content management systems Experience with data analysis and in academic research would be beneficial. 			
Professional registration or license requirements	Certification in one or more technical areas (hardware and software) would be an advantage. The Department might require additional registration or licensing to be acquired within the first 2 years of service.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Critical thinking and problem-solving skills, advanced technical skills, teaching skills, management skills, ability to provide leadership and communicate with a broad range of staff members and students, self-motivation, ability to work individually and within a team, ability to drive projects as the leader in a specialized field. Importantly, honesty to handle cash or finances.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking – problem solving	3	Coaching	2
	Client - student service and support	2	Teamwork - collaboration	3
	Professional knowledge and skill	3	Communication	2
	Planning and organising – work and resource management	3	Research support skills	

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> Strategic vision regarding technological resources in the Department of Psychology Financial management and budgeting regarding those resources Maintenance of those resources Support and training for users Interaction with external partners and collaborators Database creation, development, maintenance, security, and management Website updating and maintenance
Amount and kind of supervision received	Minimal supervision on a day-to-day basis. The appointed person will meet at least fortnightly with the Director (or designate) of the Humanities Central Technology Unit (CTU) and/or the Psychology Head of Department (or designate).
Amount and kind of supervision exercised	<ul style="list-style-type: none"> Supervise Psychology Laboratory Manager in that person's everyday duties Staff and students using Department's technological resources
Decisions which can be made	Those affecting: <ul style="list-style-type: none"> budgeting and financial management of technological resources in the Department of Psychology acquisition, use, and maintenance of those resources development and management of, and access to, the archive of Department of Psychology research study data staffing and supervision of the Psychology Laboratory Manager post
Decisions which must be referred	Decisions which affect and are affected by the greater ICTS infrastructure, CTU vision and Humanities Faculty strategy, or Departmental strategy.