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- 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	Deputy Dean: Research		
Job title (HR Practitioner to provide)	Deputy Dean		
Position grade (if known)	PC 13 Peromnes 4	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit			
Division / section	Dean's Office		
Date of compilation	April 4, 2025		

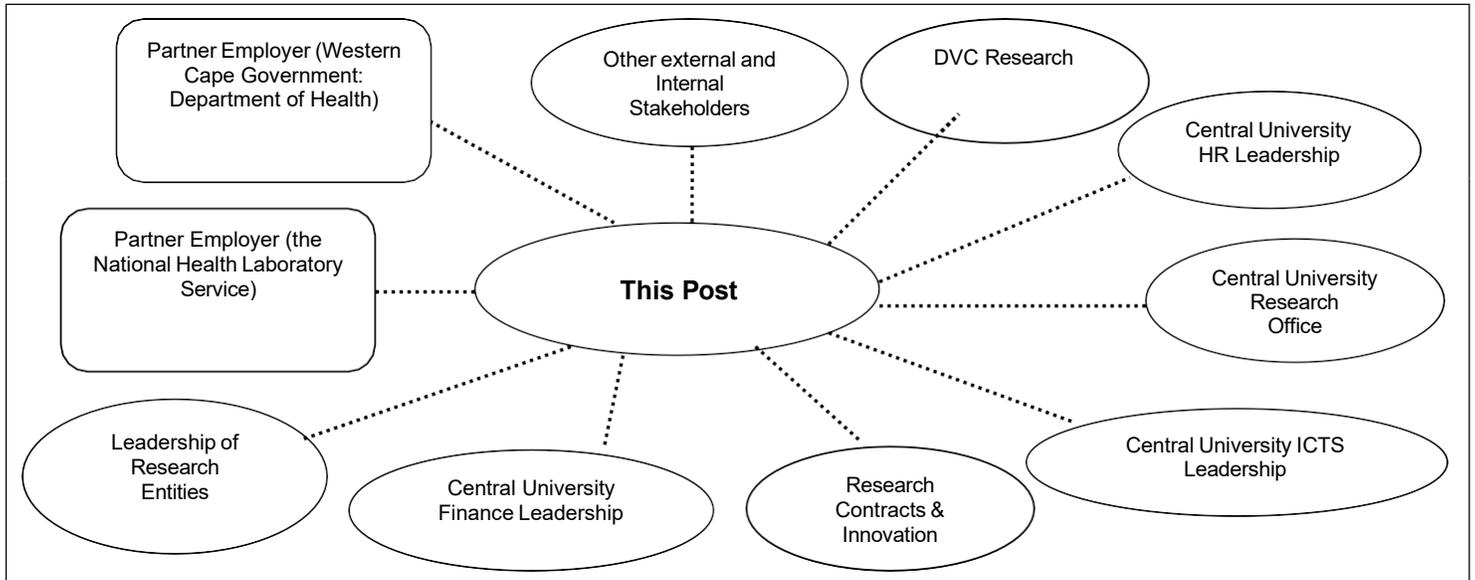
ORGANOGRAM

(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 provide an enabling environment for research in the Faculty of Health Sciences (FHS). The post will provide academic oversight of the FHS's large and complex research enterprise and ensure the provision of Faculty-wide research support, with particular emphasis on enabling emerging researchers and research groupings. The position will actively promote the FHS's research groupings and individual researchers internally and externally to ensure the sustainability, adaptability and advancement of the research enterprise. As a member of the FHS's leadership team and representative on the University Research Committee, this position will interact closely with the Office of the Deputy Vice Chancellor: Research & Internationalisation and other university structures that support and impact on the research enterprise including HR, Finance, ICTS and Research Contracts.

UNIVERSITY AND EXTERNAL STAKEHOLDER RELATIONSHIPS



CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	<i>Upholding the Faculty's commitment to quality research that is relevant and has the potential to impact the health of the people of South Africa and beyond:</i>	20%	<ul style="list-style-type: none"> Promote the Faculty's research enterprise externally by engagement with funders and donors to ensure sustainability, adaptability and advancement Support Heads of Department and Directors of research entities in meeting their research mandate, and oversee broader support for the entire research community with emphasis on emerging researchers Chair the Faculty Research Committee and associated structures Represent and advocate for the Faculty's research enterprise on the University Research Committee (URC) and Committee for Research Reviews (CRR) Advocate for the Faculty research enterprise through marketing and engagement with key internal and external stakeholders 	<ul style="list-style-type: none"> Ensuring an environment to promote high-quality publications from the Faculty in relevant journals Scientific portfolios of Faculty research groupings and departments are aligned to Faculty vision and mission The Faculty Research Committee delivers on its mandate of internal funding and strategy support. Faculty's research needs advocated for in central University structures Visibility of the Faculty's research profile and impact Research that is relevant to the health of Africa generally and South Africa, specifically, is prioritised and visible.
2	<i>Developing and enabling research environment:</i>	50%	<ul style="list-style-type: none"> Nurture research partnerships within the Faculty and University, as well as nationally and internationally (including regionally) Assist research groups in establishing URC- accredited status as research units, centres and institutes and guiding their sustainability Encourage innovation as well as identify opportunities for and celebration of transdisciplinary and interdisciplinary research Catalyse new research initiatives and consolidate others, with sustainability in mind Support the growth and help ensure sustainability of broad, collaborative Faculty research initiatives 	<ul style="list-style-type: none"> Regularly updated Faculty research strategy University accreditation of research groupings in the Faculty Funding applications from the Faculty are mobilised in response to external calls for proposals, especially for large collaborative programmes involving multiple departments and research entities Sustainable broad or Faculty-wide research initiatives

3	<i>Driving strategic and sustainable growth of research in the Faculty:</i>	10%	<ul style="list-style-type: none"> • Promote the strategic pursuit of diverse research funding sources • Nurture the inclusion of a diverse range of emerging researchers • Demonstrate an understanding of the evolving nature of the national and international research landscape with the aim of leveraging opportunities. • Identify funding opportunities and develop proposals to exploit these opportunities • Build sustainable research capacity and encourage next generation research leaders especially from designated groups • Identify systems and processes to accelerate transformation in the Faculty, including developing researcher pipelines and attracting (and retaining) world-class researchers • Nurture research partnerships within the Faculty and University, as well as nationally and internationally (including regionally) • Build partnerships with research, education and statutory councils, as well as the health care sector 	<ul style="list-style-type: none"> • Successful funding applications from Faculty researchers to a diverse range of funders, especially from emerging researchers • Transformation of the Faculty's cohort of researchers • Successful participation of Faculty in funding applications with external partners • Constructive partnerships with research, education and statutory councils, as well as the health care sector
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4	<p><i>Leadership of the Faculty Research Directorate and oversight of the Faculty Research Enterprise budget:</i></p>	15%	<ul style="list-style-type: none"> • Provide oversight of the following portfolios under the Faculty Research Directorate: <ul style="list-style-type: none"> ○ Faculty Research Office: Research support services and visibility, responsible conduct of research, (including ethics, biosafety, compliance and integrity), and development of research ○ Clinical Research Centre: A clinical research platform with dedicated facilities and on- and off-site clinical research support and training ○ Cancer Research Initiative: An initiative to facilitate integrated, interdisciplinary cancer research in the Faculty ○ Research Animal Facility: Core research platform for preclinical research; education and training in laboratory animal science and ethics; and related veterinary scientific services ○ Other core faculty research-related facilities and services • Oversight of the Faculty Research Enterprise budget, including: <ul style="list-style-type: none"> ○ Optimise internal funding allocation in alignment with the Faculty's research strategy ○ Ensure equitable resource allocation accords with fair and transparent principles ○ Ensure spending meets long-term sustainability goals ○ Account to Faculty researchers regarding internal funding allocation ○ Chair the strategic and responsible distribution of the Faculty Research Committee budget • Continually explore innovative management systems for the research enterprise in collaboration with central University offices. • Joint responsibility with the DFO: Reviewing and strengthening governance and sustainability of optimised core research-related facilities and services • Joint responsibility with the Director: Faculty Research: Enable systems and resources to support a compliant research regulatory framework; the Deputy Dean is Deanery liaison for the Human Research Ethics Committee, Animal Research Ethics Committee, Faculty Biosafety Committee • Line-managing the Director: Faculty Research, Director: Clinical Research Centre, Director: Research Animal Facility; Director: Cancer Research Initiative, Business Manager: Research Facilities (includes performance management). • Ensure appropriate line management through the DFO's Office and Academic HOD (where applicable) for the core facilities • Ensure each section of the Faculty Research Directorate has an optimal staff complement and is adequately 	<ul style="list-style-type: none"> • Faculty Research Directorate portfolios provide smooth-functioning and optimised service • Faculty Research Enterprise budget is strategically and accountably allocated • Faculty research is facilitated through adequate information systems • Core facility/service governance and sustainability are regularly reviewed • Faculty regulatory structures are supported in appropriately carrying out their mandate. • The performance of Faculty Research Directorate heads is assessed regularly, with feedback provided and development supported • The Faculty Research Directorate is optimally staffed and resourced • Faculty Research Directorate staff roles and objectives align with Faculty and University strategy • Innovation and autonomy are encouraged
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			<p>resourced</p> <ul style="list-style-type: none"> • Discuss and agree role objectives with direct reports to align with Faculty and University strategy • Support direct reports in their pursuit and development of innovative ideas and systems 	
5	<p><i>Contributing to the overall Faculty vision and mission:</i></p>	5%	<ul style="list-style-type: none"> • Communicate an appropriate public representation of the FHS research capacity and impact • Represent the research enterprise and engage with Undergraduate and Postgraduate Education, Social Accountability and Health Systems Operations, Finance, Transformation, and other Faculty functions to ensure all portfolios together align with the Faculty vision, mission and strategic goals • Represent the research enterprise and engage with the Faculty Deanery • The incumbent will need to function as an integral part of the Deanery leadership team, deputising for Dean as required 	<ul style="list-style-type: none"> • Faculty research is represented to the public compellingly and accurately • Productive relationships with all Faculty portfolios • The research agenda has a strong voice within Faculty • The Deanery is supported in its leadership mandate
6	<p><i>Transformation (ensure these transformative imperatives are embedded in each of the other KPAs)</i></p>	<p>This outcome must be firmly embedded in each of the domains of performance</p>	<ul style="list-style-type: none"> • Work closely with Dean and Deputy Deans to ensure transformation of the demographic profiles of the Faculty's staff and students, responding to the statutory requirements of the Employment Equity Act. • Work with constituencies within UCT to achieve the vision of a diverse and inclusive community, free of discrimination and harassment. • Contribute to the ongoing transformation of research, ensuring that researchers and the research community have the best possible opportunities for realising their full potential. • Develop, lead and coordinate implementation of projects for re-imagining the university's physical and virtual campus, as encapsulated in the University's and Faculty strategy – the combination of language, symbols, artworks, and projects that shape and direct the transformation of the university's institutional culture, realising our African identity. 	<ul style="list-style-type: none"> • Develop a SMART strategy across the various KPA domains to ensure that transformation is foregrounded and realized. • Identify creative processes for the achievement of UCT employment equity targets • Introduce measures that ensure principal investigators are held accountable for, building an inclusive culture free of discrimination. • Introduce measures that ensure research PASS staff are treated fairly and equitably. • Introduce processes that ensure all line managers and PI's attend and complete leadership and management training.

MINIMUM REQUIREMENTS

Minimum qualifications	A PhD in a relevant discipline OR clinical professional qualifications with significant research and fundraising portfolio. Candidates with a clinical qualification would require additional postgraduate and/or specialist qualification.			
Minimum experience (type and years)	At least 10 years' experience in research management and leadership and building research capacity in the health sciences. Experience in leadership and management of a substantial research program or relevant academic group in the health sciences. Advantages: strategy development and research capacity development initiatives			
Skills	Proven written and verbal communication skills. Ability to function effectively as part of a senior management team. Effective interpersonal, negotiation and mediation skills. Ability to manage a substantial research and staff budget.			
Knowledge	Knowledge and insight into the principles and current trends nationally and internationally in human and/or animal research ethics. Knowledge of South African and international research funding schemes for health sciences. Insight into trends in health sciences research and research funding. Understanding of the financing of research			
Professional registration or license requirements	Registration / eligibility for registration with the relevant professional council (if appropriate)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances')	The nature of the incumbent We seek to appoint a candidate of high academic standing with a proven track record in health sciences research as well as strong leadership and managerial ability, who will promote a spirit of enquiry through strengthening the research culture and improving the conduct, quality, relevance, equitable representation, and support of research in the Faculty			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	4	Impact/influence	4
	Building partnerships	4	Negotiation	4
	Communication	4	People management	4
	Decision-making/ judgement	4	Resource management	4

SCOPE OF RESPONSIBILITY

Functions responsible for	Part of PASS Department/Faculty
Amount and kind of supervision received	General Direction/Broad Direction
Amount and kind of supervision exercised	Direct Direction
Decisions which can be made	Interpretive, probabilistic decisions
Decisions which must be referred	Programming, long-term strategy, strategy execution decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Deanery, Office of the Vice-Chancellor, Deputy Vice-Chancellor: Research, UCT Research Office, Faculty & Central Research Finance Staff/Students/Post docs
External to UCT	Potential Employers of graduates/Funders/ Partners including national and international research organisations, science/health societies or associations, local, national and foreign government officials