



**NOTES**

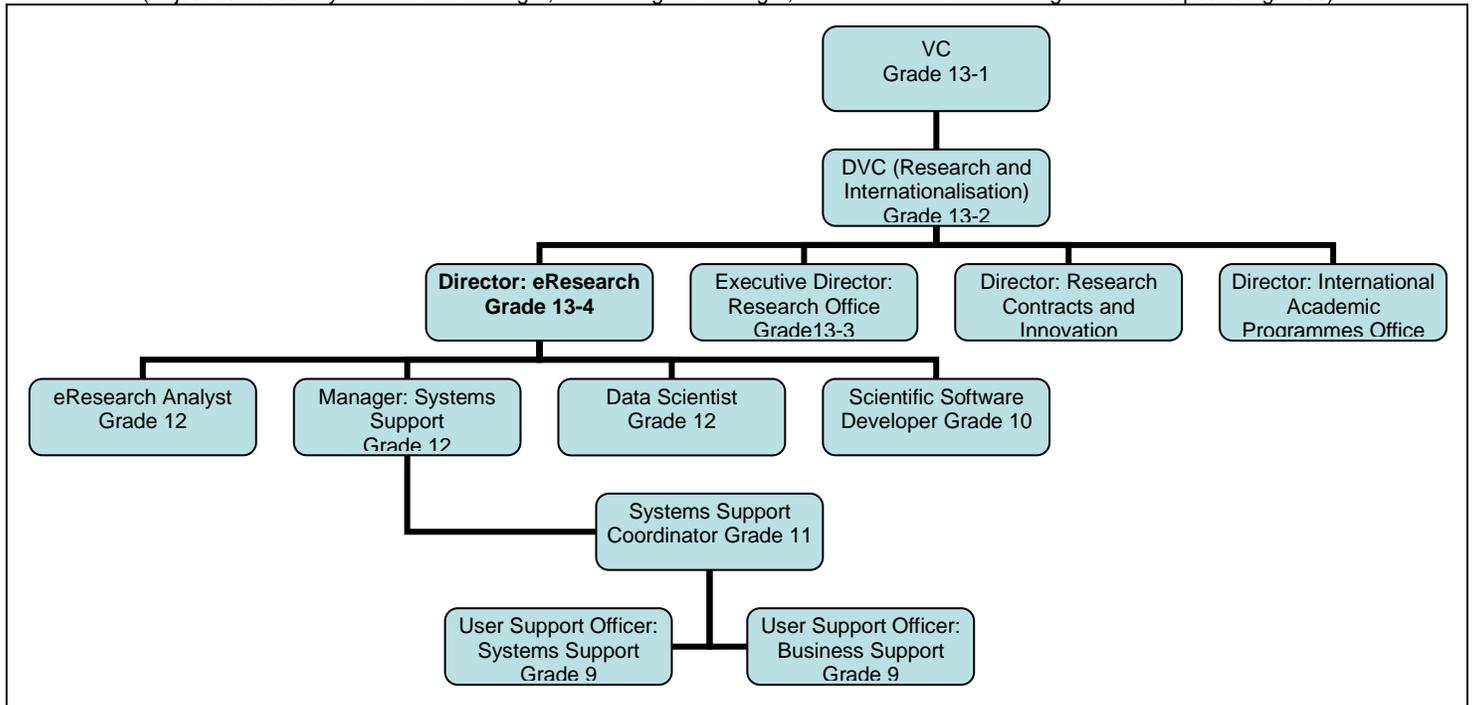
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Director: eResearch		
Job title (HR Practitioner to provide)			
Position grade (if known)	13-4	Date last graded (if known)	18 November 2015
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	eResearch		
Division / section			
Date of compilation	2015/11/05		

**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 leadership in the **creation of a world-class environment for 21st century discovery for researchers at UCT**. This will be achieved by **partnering** with research groups to **accelerate** and **transform** research, **connecting** them to the most appropriate hardware, software and services to **sustain** that capability.

The University of Cape Town (UCT) is a research-intensive institution, providing top-ranking international research and a gateway to the African research community. Technology-enabled research practices (commonly called 'eResearch') have become a game changer in the pace and depth of research discoveries in the 21st century.

Gaps are appearing between institutions that develop and implement an eResearch strategy, and invest in effective research support and those that don't. UCT recognizes the importance of providing a strategy for effective and sustainable research support, as part of its commitment to research in Africa and internationally.

This position will be responsible for:

- Continuing to develop UCT's eResearch Centre to lead eResearch activities and practices
- Facilitating researcher access to state-of-the-art research ICT equipment and software, training, software development services and support services
- Delivering efficiencies that save researchers time and money
- Fostering collaborations across research disciplines and institutions
- Facilitating research data management and eScholarship
- Assisting emerging researchers in adopting new approaches
- Strengthening support for research grant applications
- Enabling opportunities for more research-engaged teaching; and
- Providing leadership in eResearch nationally and internationally.

**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	Strategy development and governance	30%	<p>eResearch Vision</p> <ul style="list-style-type: none"> <li>Lead the definition of the University's eResearch vision, in alignment with UCT's research vision and in consultation with the DVC Research.</li> <li>Communicate the University's eResearch vision to internal and external stakeholders.</li> </ul> <p>Development of Strategy</p> <ul style="list-style-type: none"> <li>Understand the University and Research Strategies and their implication to University's eResearch strategy.</li> <li>Remain current with relevant developments in existing, emerging and potential products, technologies, services and national/international eResearch capabilities. Read widely, and participate in international, national, peer and industry forums.</li> <li>Ensure that eResearch Analysts participate in and contribute to relevant forums and hence to the Centre's strategy in their areas of responsibility.</li> <li>Use the above to contribute meaningfully to the development of the Research strategy and to develop a strategy for the Centre.</li> </ul> <p>Application of Strategy and Governance</p> <ul style="list-style-type: none"> <li>Participate in or be represented by the eResearch Analysts and/or Managers on relevant committees and other governance structures internationally, nationally, in the Western Cape Province, in relevant eInfrastructure Projects and in UCT to:</li> </ul>	<ul style="list-style-type: none"> <li>The University's eResearch vision is communicated and understood by staff within University and by major national stakeholders.</li> <li>The Centre's goals and objectives reference the University and Research visions.</li> <li>A University eResearch Strategy which aligns with and is encapsulated in University, Research, ICTS, Libraries and Research Office Strategies, is developed.</li> <li>The University eResearch Strategy is guided by relevant national and international eResearch capabilities, technology and industry strategies, trends and developments.</li> <li>The staff and eResearch stakeholders are aware of the University's eResearch Strategy, the governance structures and processes and understand how to access and participate in them.</li> <li>The eResearch Stakeholder Committee contributes to the development of the University's eResearch Strategy.</li> <li>University Research Committee, Board for Graduate Studies, Advanced Computing Committee and relevant University-wide governance structures are understood, contributed to, and applied in planning and directing the work of the division.</li> <li>eResearch Analysts and Service Managers participate in relevant governance and related structures, providing domain-related expertise and recommendations.</li> </ul>

			<ul style="list-style-type: none"><li>• Understand significant current and emerging stakeholder requirements.</li><li>• Design and propose technology solutions and services that fit the University's eResearch strategy to address these requirements or improve service to stakeholders and the University in general. Ensure that proposals are coordinated so as to improve efficiency and consider unnecessary duplication and complexity.</li><li>• Work within the governance structures to ensure that major work and deliverables of eResearch are identified, prioritised, scheduled and delivered in line with the eResearch strategy and the institution's research priorities.</li><li>• Set or contribute to agendas, meeting structure and meeting preparation within the governance structure as appropriate.</li><li>• Develop and present business cases, policies, progress and other reports.</li></ul>	
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2	Operational delivery	20%	<p>Direct and coordinate eResearch activities:</p> <ul style="list-style-type: none"> <li>• Develop an operational plan.</li> <li>• Ensure that teams are suitably structured based on the services offered, are adequately resourced and that eResearch Analysts and Service Managers have clear sets of responsibilities related to the operational plan.</li> <li>• Allocate operational activities to team via eResearch Analysts and Service Managers.</li> <li>• Secure resources (internal and external) as needed.</li> </ul> <p>Monitor:</p> <ul style="list-style-type: none"> <li>• Monitor team/section activities and progress via periodic reports from /meetings with eResearch Analysts and Managers.</li> <li>• Implement, apply and refine processes and technologies to manage operational delivery.</li> <li>• Maintain oversight of user support services for electronic research administration system.</li> <li>• Provide guidance and leadership as needed.</li> <li>• Measure and report according to agreed metrics.</li> </ul> <p>Communicate and inform:</p> <ul style="list-style-type: none"> <li>• Ensure communication with stakeholders to elicit requirements, ensure appropriate prioritisation, report on progress and address issues.</li> <li>• Consult with and keep other Directors informed where activities impact these areas.</li> <li>• Keep the DVC (Research &amp; Internationalisation) informed of progress of important deliverables, and any issues requiring escalation.</li> </ul>	<ul style="list-style-type: none"> <li>• Day-to-day activities run effectively and deliver the services for which the Centre is responsible.</li> <li>• Services are delivered according to understood and visible priorities.</li> <li>• Managers are responsible for identified services/activities.</li> <li>• Business partners in research-related PASS departments are updated regularly on new functionality available in the research administration systems support.</li> </ul> <ul style="list-style-type: none"> <li>• Progress is monitored and reported on, both internally and to stakeholders.</li> <li>• Engagements with researchers are tracked in the service management system and reported monthly.</li> <li>• Issues are identified and addressed promptly.</li> <li>• Performance indicators that demonstrate impact are agreed, e.g. training throughput; research funding attracted; growth in infrastructure and services.</li> </ul> <ul style="list-style-type: none"> <li>• DVC (Research &amp; Internationalisation), ICTS Exec. Director, Exec. Director of Libraries and Exec. Director of Research Office are aware of status/progress as needed, and are consulted and/or informed where necessary.</li> <li>• Regular reports on progress towards agreed performance indicators is submitted to the Research Office and included in the Report to Senate and Council.</li> <li>• An annual report on eResearch activities is published, directed to internal and external stakeholders.</li> <li>• Academics are kept abreast of and included in developments.</li> </ul>
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3	Portfolio management	20%	<p>Assume accountability for the eResearch project portfolio:</p> <ul style="list-style-type: none"> <li>• Create and present business cases.</li> <li>• Implement &amp;/or gain approval from governance structures.</li> <li>• Secure funding and oversee expenditure.</li> <li>• Source, allocate and coordinate project teams and resources.</li> <li>• Set direction, deadlines and priorities, and remove stumbling blocks for the project teams.</li> <li>• Engage regularly with relevant stakeholders.</li> <li>• Ensure deliverables, outcomes and value.</li> <li>• Produce &amp;/or present reports.</li> <li>• Facilitate the development of portfolio, program and project management capacity within UCT.</li> </ul>	<ul style="list-style-type: none"> <li>• Portfolio of projects is appropriately prioritised and managed.</li> <li>• Projects are approved and funded.</li> <li>• Project deliverables and value are accomplished, measured and reported on.</li> <li>• Committees, users and stakeholders are consulted and kept informed.</li> </ul>
4	Centre leadership, human and financial resource management	15%	<p>Perform DVC-Research &amp; Internationalisation duties as required:</p> <ul style="list-style-type: none"> <li>• Attend management meetings on behalf of the DVC-Research.</li> </ul> <p>Human resource management</p> <ul style="list-style-type: none"> <li>• Design, optimise and implement the Centre's capabilities, functions and organisational structure.</li> <li>• Build leadership capacity in the Centre.</li> <li>• Coach and develop eResearch Analysts to fulfil the role of the Centre's Director.</li> <li>• Recruit, select and see to the orientation of new staff in line with HR regulations and transformation objectives.</li> <li>• Set clear goals and assess staff.</li> <li>• Agree development plans with staff to meet the needs of the UCT, relevant divisions and staff aspirations</li> <li>• Coach and mentor staff, providing them with continuous feedback.</li> <li>• Provide leadership across the Centre's domains of accountability.</li> </ul>	<ul style="list-style-type: none"> <li>• Research Portfolio has effective representation at all meetings.</li> <li>• The structure of the division is designed according to the services delivered and delivery model, and this structure is reviewed as necessary</li> <li>• A fully trained 2ic is in place and other senior team members receive leadership training.</li> <li>• All vacant posts are filled promptly in line with EE targets.</li> <li>• New staff receive orientation and training.</li> <li>• All staff goals and development plans are set and performance reviews are done in accordance with HR policies.</li> <li>• Coaching and feedback is provided.</li> <li>• Continuity is assured via cross-training.</li> <li>• A team culture which encourages others to provide the quality of service essential to high performance is in place.</li> <li>• The environment in eResearch fosters teamwork and co-operation.</li> </ul>

			<ul style="list-style-type: none"> <li>• Incentivise and motivate staff.</li> <li>• Multi-skill staff to minimize reliance on individuals.</li> <li>• Create and sustain a healthy working environment and culture of continuous improvement which encourages others to provide the quality of service essential to high performance outcomes.</li> <li>• Keep colleagues as well as staff involved and informed about relevant developments in Research Portfolio (including Core Partners in Research Office, ICTS and Libraries.)</li> </ul> <p>Budget and expenditure management</p> <ul style="list-style-type: none"> <li>• Prepare the eResearch budget in accordance with UCT guidelines and in consultation with DVC (Research and Internationalisation), Core Partners and relevant stakeholders.</li> <li>• Develop the Centre’s operational and staffing budgets.</li> <li>• Develop budgetary plans for systems, platforms and/or ICT infrastructure, including life-cycle funding considering university wide requirements.</li> <li>• Control expenditure against budget, according to needs and UCT priorities, in consultation with the DVC (Research and Internationalisation) and Core Partners.</li> <li>• Implement initiatives to improve efficiency, to save or to generate alternative compatible income streams.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are involved and informed.</li> <li>• Budget is formulated and approved, with a focus on cost saving and income generation.</li> <li>• Expenditure is in line with budgets.</li> </ul>
5	Relationship management	15%	<ul style="list-style-type: none"> <li>• Lead the interface between eResearch and researchers, core partners, faculties, departments, business units, and external groups.</li> <li>• Perform a translational role between research support units operated by Core Partners in Libraries, ICTS and the Research Office.</li> <li>• Develop, grow and sustain effective relationships with researchers.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal and external relationships are appropriately positive, cooperative and productive.</li> <li>• Presentations are delivered to audiences within UCT, regionally, nationally and/or internationally.</li> <li>• Stakeholders are aware of the UCT eResearch strategy and direction and receive the necessary guidance to build this into their own planning.</li> </ul>

		<ul style="list-style-type: none"> <li>• Identify and build partnerships with key stakeholders to better understand, anticipate and respond to their requirements and concerns; assist them in developing research infrastructure plans.</li> <li>• Communicate eResearch strategy and direction.</li> <li>• Communicate regularly and effectively, keeping others informed.</li> <li>• Promote UCT and UCT eResearch as and where appropriate.</li> <li>• Negotiate, manage and monitor UCT eResearch's contractual agreements with various sectors of the university and external vendors.</li> <li>• Contribute to the broader university as an engaged member of senior management, as well as outside UCT.</li> <li>• Establish highly productive mutual relationships with counterparts from other institutions and vendors.</li> <li>• Engage in domain specific communities locally, nationally and/or internationally <ul style="list-style-type: none"> <li>• Do presentations and deliver papers.</li> <li>• Participate in and contribute to regional, national or international bodies and their activities.</li> </ul> </li> <li>• Lead local, national or international initiatives to promote the academic research enterprise.</li> </ul>	<ul style="list-style-type: none"> <li>• Research support units operated by Core Partners in Libraries, ICTS and the Research Office communicate effectively.</li> <li>• UCT eResearch has a good reputation.</li> <li>• UCT eResearch's contractual agreements are well-managed and cost-effective.</li> <li>• Contributions are made within UCT and externally.</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	NQF Level 10, PhD in a relevant domain science			
Minimum experience (type and years)	10 years relevant experience, including at least 5 years in a senior managerial role in an academic environment.			
Skills	Leadership across multiple domains of accountability; Facilitation of communication between those with a high level of disciplinary expertise and those who have technical expertise; Advanced skills in ICT applications and methods, for example, High Performance Computing (HPC), data curation, virtual laboratories (VLs) and informatics (storage, retrieval, sharing and use of scientific information).			
Knowledge	Comprehensive knowledge of research infrastructures that support the academic research enterprise; End-to-end workflows in software applications, processing operations and technology solutions required for research tasks to be carried through to completion. Understanding of copyright and intellectual property issues, data management, data governance, data protection regulations and compliance issues.			
. Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking/problem solving	3	Continuous learning	3
	Building interpersonal relationships	3	Professional knowledge and skill	4
	Teamwork/Collaboration	3	Research support skills	3
	University Awareness	3	Individual leadership	3
	Client/student service and support	4	Impact/ influence	3
	Building partnerships	4		
	Information management	4		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Partner with researcher to identify advanced computing capabilities which embrace new research methodologies, including: <ul style="list-style-type: none"> <li>- broadband communications networks, research instruments and facilities and data repositories;</li> <li>- software and infrastructure services for secure collaboration and interoperability;</li> <li>- applications that encompass domain-specific tools and data management.</li> </ul>
Amount and kind of supervision received	Capable of working independently; consults with DVC and executive Directors on strategic direction.
Amount and kind of supervision exercised	Oversight of operational planning; ownership of funded projects managed by staff; co-ordination of teamwork.
Decisions which can be made	Research infrastructure development; conceptualization of new support services; research data management and data protection procedures; policy implementation plans.
Decisions which must be referred	Approval of policies and guidelines; procurement of new software platforms

### CONTACTS AND RELATIONSHIPS

Internal to UCT	DVC Research and Internationalisation; Executive Directors, Directors and Management Teams: Libraries, ICTS and Research Office; Director and Management of Research Contracts and Innovation; Registrar and Deputy Registrars; Academics and postgraduate students.
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External to UCT	<p>European Grid Infrastructure (EGI); European Open Science Infrastructure (OpenAIRE); Research Data Alliance (RDA); University eResearch Centres (e.g. SURFSara, Oxford University, Monash University, University of Melbourne, Queensland University of Technology, University of Michigan).</p> <p>Department of Science and Innovation, Basic Sciences and Infrastructure; National Integrated Cyber Infrastructure System (NICIS); Council for Scientific and Industrial Research (CSIR); Human Sciences Research Council (HSRC); Academy of Science of South Africa (ASSAf); National Research Foundation (NRF); South African National Space Agency (SANSA); Tertiary Education &amp; Research Network of South Africa (TENET); Network of Data and Information Curation Communities(NeDICC); Association of South African University Directors of Information Technology (ASAUDIT).</p>
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