

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

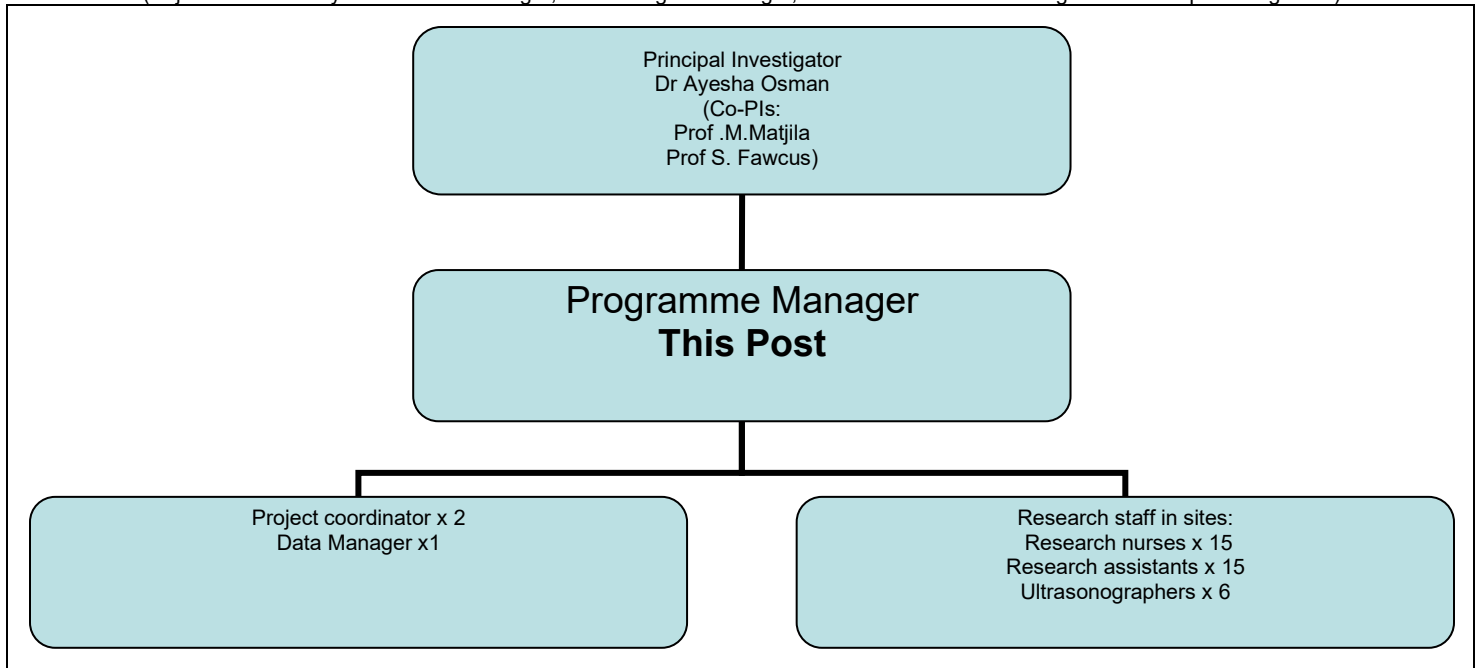
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Programme Manager		
Job title (HR Business Partner to provide)	Programme Manager		
Position grade (if known)	PC 10	Date last graded (if known)	
Academic faculty / PASS department	Health Science		
Academic department / PASS unit	Obstetrics and Gynaecology		
Division / section			
Date of compilation	30 August 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 to set up and manage the PEARLS research studies. The programme manager will be responsible for strategy, planning, oversight and implementation of this multi-country, multi-centre, two-arm, parallel, double-blind, placebo-controlled, randomized trial of low-dose aspirin for women at increased risk pre-eclampsia in Ghana, Kenya and South Africa, to prevent pre-eclampsia and improve maternal and newborn outcomes.

The programme manager will coordinate the set up and implementation of the study in Metro West Cape Town; will assist with Managing Finances in conjunction with the CFO, HR management of staff, liaison with sites, coordination of supplies and equipment; management of study documents; supervision of patient recruitment and follow-up; and monitoring data collection with Data Manager.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Project Management	30%	<ul style="list-style-type: none"> • Supports the project principal and coinvestigator to scope, initiate, plan, organize, execute and direct the completion of the PEARLS studies that are nested within the main study on time, within budget and within scope. • Support with budget preparation and management. • Supervise the research nurses and research assistants • Monitor, control and report on project progress through project plans and Dashboards • Manage risk, costs, timelines, quality and progress of the study • Supports communications with the PIs and co -PIs, and with the International research team. • Facilitate issue identification and resolution. • Communicates with project team members and key stakeholders, including project meetings. • Communicate with all study sites and ensure study is implemented in each site according to the study protocol and ethically. 	<ul style="list-style-type: none"> • Research team and collaborators to meet regularly. • Funder and project deliverables and timelines are met in a timely fashion. • Project aims are implemented in the different studies that are nested within the main study and the Randomised controlled trial • Projects proceed smoothly for the duration of the funding. • Regular updates to the Project PI and Co-PI

2	Administration	20 %	<ul style="list-style-type: none"> • Assist the Project PI to register and manage space allocated to the research group within the Department and other collaborative sites. • Assist with recruitment process of research nurses and research assistants • Supervise communication with procurement, HR, Postgraduate Offices and Finance. • Monitor and report on processes (workflows) on the PEARLS STUDY, towards reviewing and improving function. • Ensure effective communication between the collaborators, both internal and external to UCT as well as maintaining relationships with main project funders. 	<ul style="list-style-type: none"> • Facilitate identification of accommodation and work space for the research team in Dep Obs and Gynae and in study sites. • Informatics tools/workflows are uniformly in place to support the research team. • Reduce wasted resources and duplication of work. • Image/Profile of research group is enhanced.
3	Information Management	5 %	<ul style="list-style-type: none"> • Liaison with UCT IT regarding IT needs, storage and email for the research team. 	<ul style="list-style-type: none"> • Effective management of Departmental ICTS needs through one channel.

4	Facilities and Asset Management	5 %	<ul style="list-style-type: none"> • Ensuring all equipment is working and registered as needed in the Department. • Supervise and support the ultrasonographer and research nurses with the Intelligent USS devices and Tommy's App, and Cradle devices • Procurement (with authorization) of new equipment and consumables, in consultation with the principal investigator around needs, and plans for the coming operational year. 	<ul style="list-style-type: none"> • Asset and stock lists are all up to date and correct. • All equipment maintenance is current, and a reliable process is in place for troubleshooting any failures.
5	Education and Training	15 %	<ul style="list-style-type: none"> • Together with the project principal investigator and co-PI, perform a development plan for the research team and assist in the delivery of this plan through the provision of training (either in person or through external providers). • Quality control and monitoring. 	<ul style="list-style-type: none"> • Updated training programme for research staff. • Skills development and training up to date for all members of research group. • SOPs for all divisional activities up to date and correct.

6	Research Support	25 %	<ul style="list-style-type: none"> • Support the project PI, co-I and students with implementation of PEARLS research project. • Oversee the recruitment of patients at the study sites by research staff • Liaise with staff at all the study sites • Develop an electronic register system for monitoring/reporting on documents passing through Department Research and Ethics Committees. • Maintain and support PEARLS's research databases. • Assist with the establishment, and maintenance of the electronic research system (with university structures e.g. eRA, ICTS) to keep track of the projects and optimise 	<ul style="list-style-type: none"> • The Research study is appropriately managed from inception to outputs. • Research team stays at the forefront of new research and developing technologies
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MINIMUM REQUIREMENTS

Minimum qualifications	NQF 6			
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least 3 years' experience with project management. • At least 2 years' experience working in an academic environment. • At least 3 years' experience in managing a clinical research Project involving human subjects 			
Skills	<ul style="list-style-type: none"> • Highly organised with great attention to detail. • Excellent communicator with ability to support research staff 			
Knowledge	• Demonstrated advanced competence of in the use of common software such MS Office, MS Excel, RedCap			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> • Experience in project management and research planning. • Experience with oversight of externally funded projects. • Experience with regulatory and international working standards such as Good Good Clinical Practice guidelines. • Knowledge of the University's financial policies and procedures. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building partnership interpersonal relationships	2	Planning & organizing adaptability; initiating action	2
	Administrative knowledge and skills	2	Facilitating change	3
	Professional and technical knowledge and skill	3	Analytical thinking / problem-solving	3
	Safety awareness; quality commitment; professional knowledge	2	Decisions making/judgement	2

SCOPE OF RESPONSIBILITY

Functions responsible for	The successful applicant will be responsible for strategy, planning, oversight and implementation of the PEARLS study in the Metro West maternity services, Cape Town
Amount and kind of supervision received	<p>Direct supervision from the project principal investigator in setting goals and performance targets.</p> <p>Regular communication with the Project PI and Co-Investigators to ensure deliverable are met.</p> <p>Broad Supervision: Supervisor assigns work by broadly defining objectives, outcomes, priorities and deadlines. The supervisor provides more general assistance in unusual situations that do not have clear objectives. The staff member plans and executes work. Problems and deviations are solved with reference to instructions, policies, and accepted practices. Work is reviewed for technical adequacy and conformance with practice and policy. At the higher levels, may supervise staff and have responsibility for the day-to-day operation of a work unit where this involves setting priorities, meeting service standards assisting with the monitoring or review of systems, or supervising or co-ordinate staff with different areas of skill.</p>
Amount and kind of supervision exercised	<p>Will supervise the overall project staff and provide support to research staff. Process and systems decisions with clear rules, policies, and practices in place.</p> <p>The Project Manager can choose the process to use and, apply the theory behind the operational aspects. Complicated decisions should be made with the Project PI.</p> <p>Adheres to existing operational or functional policies and practices. Making decisions in line with best practice is very important.</p>
Decisions which can be made	<p>Decisions are made around planning, scheduling and coordinating functional/operational activities and priorities. Determines the best use of available manpower and machinery to achieve the targets agreed upon in the program.</p> <p>Decides on systems and procedures, rules and regulations, plan manuals, localization plans, programs and interpretations not covered by existing rules — which are found in 'what to do'.</p>
Decisions which must be referred	Specific decisions on new matters that impact the research project and aspects pertaining to financial reporting.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Project Principal Investigator – Obstetrics and Gynaecology; Project Collaborators.
External to UCT	Project Funders and Collaborators