

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

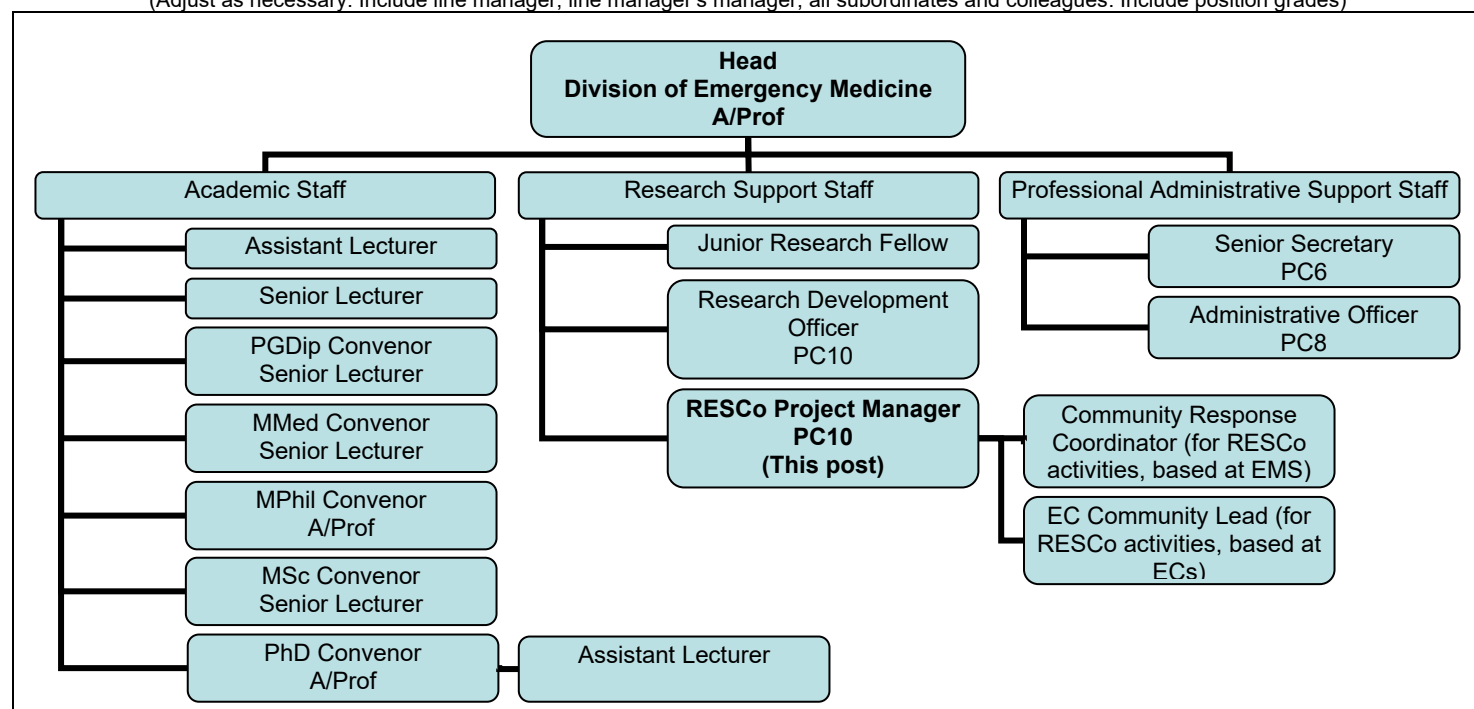
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	RESCo Project Manager		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Family, Community and Emergency Care		
Division / section	Emergency Medicine		
Date of compilation	01-12-2024		

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 plan, manage, and coordinate the Redesigning Emergency care to Serve Communities (RESCo) project.

The RESCo project is a cross-effort between UCT Div. of EM, WCGHW EMS, and WCGHW ECSS to develop community-oriented emergency care in pilot communities of the Western Cape Province using action research methodology whereby each community will have an EMS lead (Community Response Coordinator, CRC) and an EC lead (EC Community Lead, ECL) who will work with community stakeholders to design, implement, and evaluate differentiated models of care (DMOCs) that provide more community-oriented emergency care. The RESCo Project Manager will support and coordinate CRC and ECL RESCo activities and keep the overall RESCo project on-track with its roadmap.

Particular RESCo Project Manager activities may include, but are not limited to, 1) guide selection of pilot communities, CRC/ECLs, and stakeholders, 2) build connections between communities and RESCo individuals, 3) support, execute, lead, and provide feedback on DMOC design, implementation, and evaluation, 4) hold quarterly meetings for each RESCo community to share and discuss in- and out-of-hospital progress, 5) communicate between RESCo communities and stakeholders as needed, 6) schedule and prepare semiannual updates to the RESCo steering committee, and 7) assist with the analysis and write-up of RESCo communities' progress.

CONTENT				
Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Guiding and executing DMOC design and implementation	70%	Guide community, CRC/ECL, and stakeholder selection, and build relationships between them as necessary. Manage CRCs and ECLs to complete proper needs assessments and to design pilot DMOCs. Support CRCs and ECLs to implement pilot DMOCs. Support DMOC re-design as needed based on experienced successes and failures.	Well selected communities with a high probability of project success, along with locally appropriate and engaged CRCs and ECLs who are embedded in the community. Reasonably up-to-date needs assessments to guide DMOC design. Considerate DMOCs that are implemented and operational. Process to regularly re-evaluate and re-design DMOCs as necessary.
2	Stakeholder management	20%	Lead quarterly meetings for each RESCo community where the CRC, ECL, and other community stakeholders can share progress, coordinate, and discuss. Prepare semiannual updates for the steering committee, and schedule steering committee meetings to discuss. Serve as communication link between RESCo communities, the steering committee, and other stakeholders as necessary. Coordination of activities with Healthy Futures South Africa project team	Quarterly meetings for each RESCo community that shares progress and best practices between out-of-hospital and in-hospital RESCo activities and streamlines efforts between them. Semiannual steering committee meeting where steering committee members can be updated on RESCo's overall progress, can provide feedback on the way forward, and follow-up with necessary actions to remove roadblocks. Quick communication between all stakeholders to address all urgent issues.
3	Evaluation and write-up	10%	Prepare write-ups of DMOCs to describe their progress (and effectiveness, if possible). Compare DMOCs across RESCo communities to draw themes and develop/write-up a more widely applicable concept of community-oriented emergency care.	Multiple publications in peer-reviewed academic journals describing the RESCo project and DMOCs. Conceptual framework and accompanying publication describing community-oriented emergency care based on piloted RESCo DMOCs.
4	Growth and scalability	TBD, later phase	Future actions to expand the RESCo project and community-oriented emergency care to more communities after the above pilot phases. Subsequent evaluation and write-up of the project's growth.	Agreed upon models of community-oriented emergency care being implemented across communities in the Western Cape. Evaluations and write-ups of the RESCo project and community-oriented emergency care after the above pilot phases.

MINIMUM REQUIREMENTS

Minimum qualifications	Master of Public Health or equivalent graduate qualification (completed or submitted for examination)			
Minimum experience (type and years)	3 years' demonstrable experience in management of projects 3 years' experience in implementing community-based health projects - Background and demonstrable experience in resource-constricted communities in the Western Cape Province - Experience in community engagement and capacity building - Ability to work independently and be self-driven - Basic understanding of operations of community-health, EMS, and emergency centres - Strong oral and written communication skills - Demonstrated experience within the emergency care field, either in prehospital environment or in-hospital (within emergency centres). - Ability to travel regularly between projects sites, with reliable independent transport. The following will be advantageous: - A valid South African driver's license - Existing working relationships with Emergency Medical Services (EMS), Emergency and Clinical Services Support (ECSS), and community-based organisations - Experience in strategic planning, administration, and oversight - HPCSA registration as an emergency care provider (e.g., Basic Ambulance Assistant or Paramedic)			
Skills	Project management, strategic planning and oversight, education and capacity building, community engagement, administration, oral and written communication skills, computer skills, research			
Knowledge	Coordinator and business skills; decision making; basic operations of community-health, EMS, and ECs			
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'.)	Background and extensive experience in resource-constricted communities in the Western Cape Province. Existing or ready to deploy relationships and communication channels with UCT Div of EM, EMS, ECSS, and community based organisations.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Facilitating change	2
	Communication	2	People management	2
	Planning and organizing / work management	2	Resource management	2
	Teamwork / collaboration	2	Strategic leadership	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Plan, manage, and coordinate the RESCo project, and report-back/write-up on progress
Amount and kind of supervision received	Line manager and RESCo steering committee available on phone, email, and regular in-person meetings
Amount and kind of supervision exercised	Motivation, support, and coordination of CRCs, ECLs, and community/EMS/EC stakeholders for RESCo
Decisions which can be made	RESCo community initiatives/operations, associated finance and resources
Decisions which must be referred	Cross-community activities, expansion to new communities, committing EMS or EC resources

CONTACTS AND RELATIONSHIPS

Internal to UCT	FaCE Department and Division of EM—including Clint Hendrikse (Head of Div. of EM), Jared Sun (Honorary Sr. Lecturer, Div. of EM Strategy Consultant)
External to UCT	Provincial Department of Health and all facilities on platform including EMS and ECSS, community-based organisations