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|-------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HR191 | <b>POSITION DESCRIPTION</b> |  <b>UNIVERSITY OF CAPE TOWN</b><br>IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD |
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#### NOTES

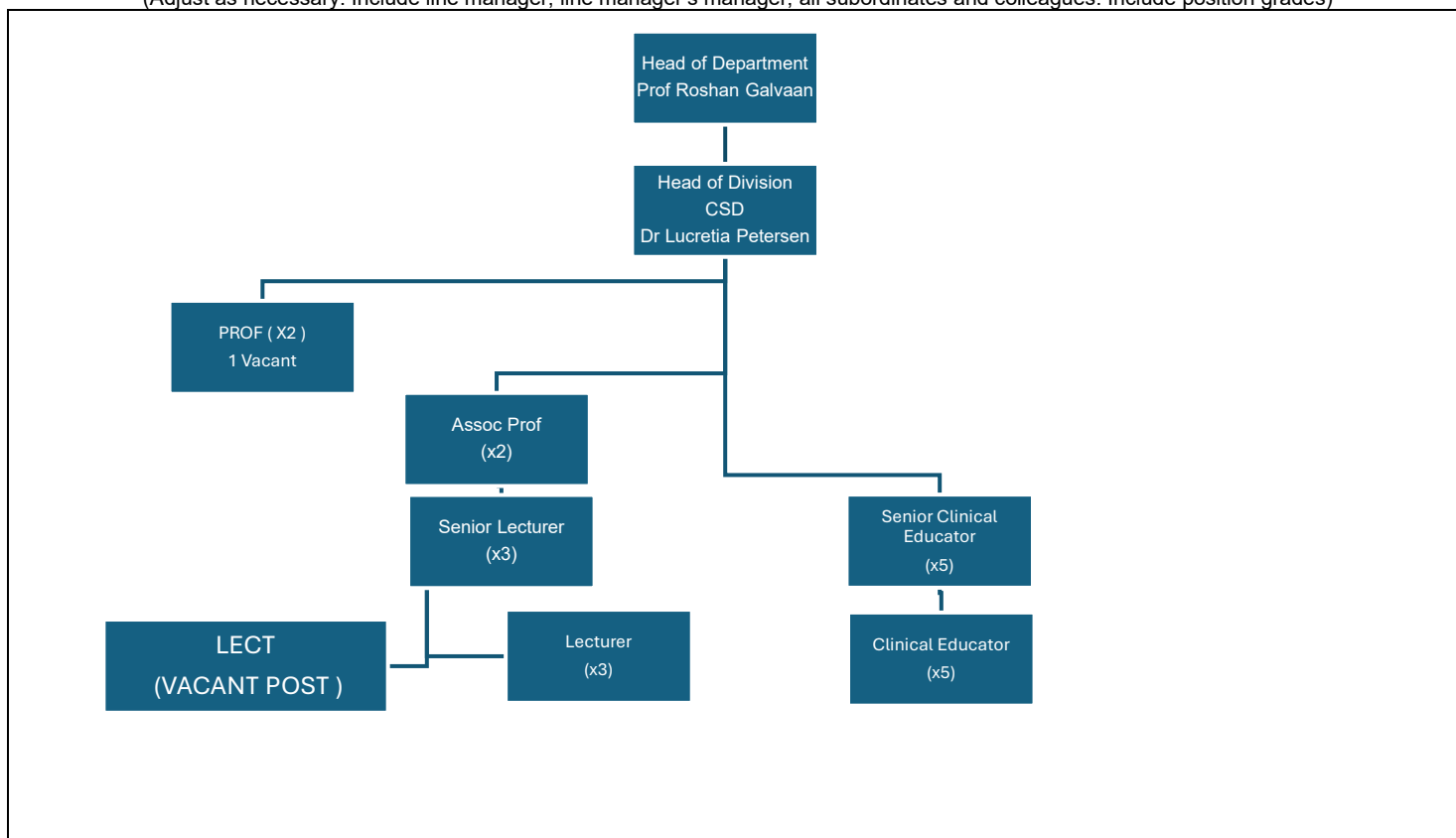
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

#### POSITION DETAILS

|                                            |                                                |                             |  |
|--------------------------------------------|------------------------------------------------|-----------------------------|--|
| Position title                             | Lecturer (Audiology)                           |                             |  |
| Job title (HR Business Partner to provide) | Lecturer                                       |                             |  |
| Position grade (if known)                  | Lecturer                                       | Date last graded (if known) |  |
| Academic faculty / PASS department         | Health Sciences                                |                             |  |
| Academic department / PASS unit            | Department of Health & Rehabilitation Sciences |                             |  |
| Division / section                         | Communication Sciences and Disorders           |                             |  |
| Date of compilation                        | July 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 contribute to excellence in teaching in the Audiology program through academic leadership, research and education of undergraduate and postgraduate students and relevant service. The individual appointed against this position will be expected to teach undergraduate and postgraduate students in the division as well as engage in research activities that are in line with the division's research plans. The incumbent will also be expected to contribute towards administrative and leadership responsibilities as well as undertake activities that advance the university's social responsiveness agenda.

**CONTENT**

| Key performance areas |                        | % of time spent | Inputs<br>(Responsibilities / activities / processes/ methods used)                                                                                                                                                                                                                                                                                                                                                                                                                                          | Outputs<br>(Expected results)                                                                                                                                                                                                                                                                            |
|-----------------------|------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                     | Undergraduate teaching | 30 %            | <p>Convenes and teaches undergraduate courses in the subject areas of paediatric and adult audiological.</p> <p>Academic advisor for one year group (e.g. third year audiology students)</p> <p>Clinical education: Contributes to supervision of at least one clinic each semester</p> <p>Supervises one 4<sup>th</sup> year project group (AHS4000W)</p> <p>Supervises one seminar group (AHS4067S)</p> <ul style="list-style-type: none"> <li>Contributes to the development of the curriculum</li> </ul> | <p>Students pass the courses with the required learning outcomes.</p> <p>Where students experience difficulties, they are identified early and offered the required additional support.</p> <p>Smooth running of administrative processes associated with course convenorship and academic advising.</p> |
| 2                     | Postgraduate teaching  | 15 %            | <ul style="list-style-type: none"> <li>Contributes to teaching and research supervision of MSc students including aspects such as topic definition, proposal writing, data collection, thesis writing.</li> </ul>                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Graduates MSc students in Audiology.</li> </ul>                                                                                                                                                                                                                   |
| 3                     | Research               | 20 %            | <ul style="list-style-type: none"> <li>Undertakes research, which is socially relevant and applies for research funding to support her research endeavours.</li> </ul>                                                                                                                                                                                                                                                                                                                                       | <p>Uses research findings in teaching/learning; publishes papers and presents at local and international conferences;</p>                                                                                                                                                                                |
| 4                     | Social responsiveness  | 5 %             | <ul style="list-style-type: none"> <li>Participate in social responsiveness activities on own or with others in the division/department.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          | <p>Evidence of social responsiveness activities in line with the vision of the division/department.</p>                                                                                                                                                                                                  |
| 5                     | Clinical Education     | 15%             | <ul style="list-style-type: none"> <li>Facilitate student learning in clinical settings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Students are adequately prepared for clinical practice.</p>                                                                                                                                                                                                                                           |
| 6                     | Administration         | 15 %            | <ul style="list-style-type: none"> <li>Assist with convenorship and academic administration related to the courses listed in (1) above. Attend meeting on academic, divisional and departmental matters as required. Collate marks and feedback on student performance. Develop and prepare materials for the course listed in (1) above.</li> </ul>                                                                                                                                                         | <p>Efficiently organized lectures</p> <p>Effective administration of marks</p> <p>Accurate records of student progress</p> <p>Effective monitoring and reporting on students' performance</p> <p>Good communication with students</p>                                                                    |

### MINIMUM REQUIREMENTS

|                                                                                                                                                                      |                                                                                                                                            |       |                         |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------------------|-------|
| Minimum qualifications                                                                                                                                               | Masters qualification in Audiology                                                                                                         |       |                         |       |
| Minimum experience<br>(type and years)                                                                                                                               | Two years of clinical experience in Audiology<br>Experience in teaching or practice in paediatric and/or adult audiological rehabilitation |       |                         |       |
| Skills                                                                                                                                                               | A qualified audiologist with an interest in audiological rehabilitation                                                                    |       |                         |       |
| Knowledge                                                                                                                                                            | Audiology with a focus on audiological rehabilitation                                                                                      |       |                         |       |
| Professional registration<br>or license requirements                                                                                                                 | Registered with the HPCSA                                                                                                                  |       |                         |       |
| Other requirements<br>(If the position requires the<br>handling of cash or finances,<br>other requirements must<br>include 'Ability to handle cash<br>or finances'.) |                                                                                                                                            |       |                         |       |
| Competencies<br>(Refer to<br><a href="#">UCT Competency Framework</a> )                                                                                              | Competence                                                                                                                                 | Level | Competence              | Level |
|                                                                                                                                                                      | Analytical thinking/problem solving                                                                                                        | 2     | Conceptual thinking     | 2     |
|                                                                                                                                                                      | Building interpersonal relationships                                                                                                       | 2     | Formal presentation     | 2     |
|                                                                                                                                                                      | Student service and support                                                                                                                | 2     | Planning and organising | 2     |
|                                                                                                                                                                      | Communication                                                                                                                              | 2     | Team work               | 2     |

### SCOPE OF RESPONSIBILITY

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Functions responsible for                   | Convenes and teaches courses in the subject area of audiological rehabilitation<br>Academic advisor for third year audiology students<br>Clinical education: Contributes to supervision of one clinic<br>Supervises one 4 <sup>th</sup> year project group (AHS4000W)<br>Supervises one seminar group (AHS4067S)<br>Contributes to the development of the curriculum<br>Undertakes research which is socially responsive;<br>Undertakes administrative tasks associated with course convenorship and academic advising.<br>Supervises post graduate student research projects |
| Amount and kind of<br>supervision received  | Ongoing mentorship and support from Audiology program convenor and/or Head of Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Amount and kind of<br>supervision exercised | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Decisions which can be<br>made              | Decisions related to functions for which the individual is responsible.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Decisions which must be<br>referred         | Ethical issues pertaining to students and colleagues. / Program and divisional decisions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### CONTACTS AND RELATIONSHIPS

|                 |                                      |
|-----------------|--------------------------------------|
| Internal to UCT | Head of division                     |
| External to UCT | Clinical sites and research partners |