



**NOTES**

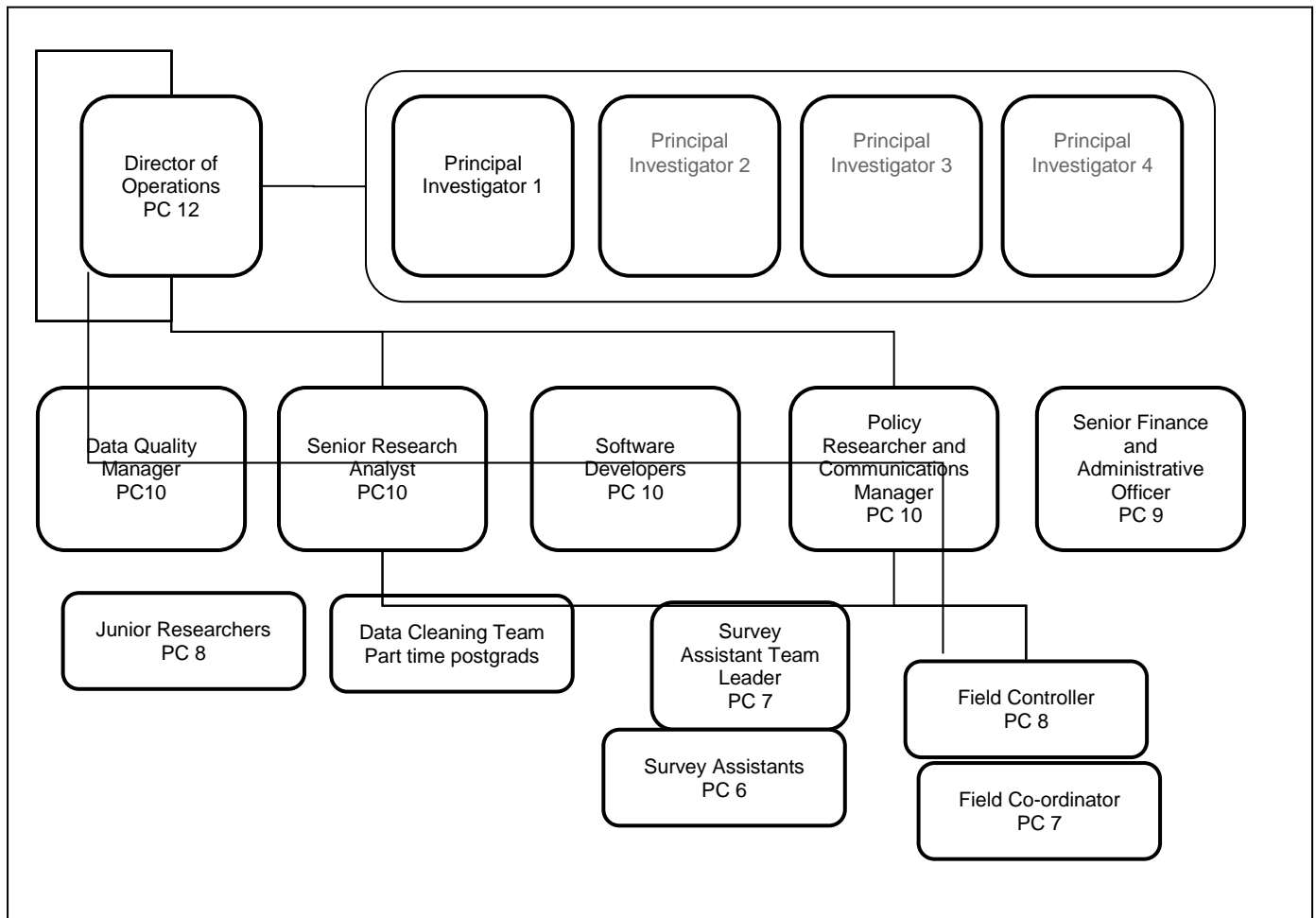
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

**POSITION DETAILS**

Position title	Senior Manager: Operations
Job title (HR Practitioner to provide)	
Job grade (if known)	PC12
Academic faculty / PASS department	Commerce
Academic department / PASS unit	Economics
Division / section	SALDRU
Date of compilation	02/03/2016

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



#### **PURPOSE**

- The purpose is to ensure the continued successful delivery of NIDS to increasing levels of excellence and that the longevity of the study is safeguarded.

**JOB CONTENT**

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes
<b>1) Negotiation</b>	10%	<ul style="list-style-type: none"> <li>• Core funding – In partnership with the Principal Investigators               <ul style="list-style-type: none"> <li>○ Work with Government to identify sources of funding</li> <li>○ Lead the biennial research wave award tender.</li> <li>○ Engage in due diligence negotiations to secure the research wave award and its adequate funding.</li> </ul> </li> <li>• Key suppliers               <ul style="list-style-type: none"> <li>○ Lead the tender and selection process of field data collection organisation.</li> </ul> </li> <li>• Greater institution               <ul style="list-style-type: none"> <li>○ Negotiate with other areas of the institution to ensure mutually favourable outcomes in pursuit of the NIDS strategic and operational goals.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The study has sufficient and stable funds to meet its objectives in the short to mid-term.</li> <li>• The study has sufficient and stable funds to meet its objectives in the long-term or a credible actionable plan to achieve this.</li> <li>• Appropriate key suppliers are selected under risk ameliorated contractual terms.</li> <li>• The study’s institutional, financial and legal position within the wider UCT are clear, stated and agreed upon to ensure the stability of the study.</li> </ul>
<b>2) Strategy and Planning</b>	15%	<ul style="list-style-type: none"> <li>• In consultation with the Principle Investigators build and articulate the long-term objectives and strategy.</li> <li>• Build, operationalise and successfully deliver the mid-term (2-3 year) plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear, relevant and timely short, mid and long-term plans are drawn up, communicated and guide the study cycles.</li> <li>• Realistic project-wide budget prepared</li> <li>• On time and on budget delivery of the preparation, data collection, data production and publication cycles.</li> </ul>
<b>3) Operations Management</b>	20%	<ul style="list-style-type: none"> <li>• Ensure the continual operation of the Data Production, Data Collection and Dissemination &amp; Collaboration streams of activity.</li> <li>• Ensure the Organisational Design is fit for purpose.</li> <li>• Ensure the Organisational Culture is one of success and ownership at all levels.</li> <li>• Ensure survey tools operational.</li> <li>• Ensure NIDS systems operational.</li> <li>• Ensure team morale maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Data set is published in the appropriate manner on time and of quality for the appropriate audience.</li> <li>• The study runs to budget.</li> <li>• The study is robust to continue in the long-term.</li> </ul>

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes
<b>4) Enhancing Operations, Product and Stakeholder Engagements</b>	20%	<ul style="list-style-type: none"> <li>• Ensure the Organisational Culture promotes creative professionalism.</li> <li>• Recruit and manage staff to engender continual creative improvement.</li> <li>• Lead the creative process through:               <ul style="list-style-type: none"> <li>○ Personally adding to transformative and adaptive improvement ideas.</li> <li>○ Assess change opportunities and ideas.</li> <li>○ Direct the implementation of positive creative change.</li> </ul> </li> <li>• Ensure continual improvement in areas of:               <ul style="list-style-type: none"> <li>○ Efficiency</li> <li>○ Quality</li> <li>○ Engagement</li> <li>○ Impact</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The study continues to improve on a range of statistical metrics.</li> <li>• An increasingly wide and relevant audience is reached.</li> <li>• Improvement if usability of output.</li> <li>• Increasing efficiency of the preparation, data collection, data production and publication cycle.</li> <li>• Evidence of the study being increasingly used for Government policy.</li> <li>• Positive and creative input is being generated from all department members.</li> </ul>
<b>5) Communication</b>	20%	<ul style="list-style-type: none"> <li>• Develop and expand the study's marketing communications through personal and delegated representations to:               <ul style="list-style-type: none"> <li>○ Government (negotiations, presentations and workshops)</li> <li>○ The wider UCT</li> <li>○ Other academic and research institutions</li> <li>○ The study's own staff</li> <li>○ The respondents</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Communications with Government result in positive follow-up in terms of the study stability, policy use, usability and/or scope.</li> <li>• Wider understanding and use of the study across UCT and other academic institutions and private research companies.</li> <li>• Clear communication of strategy, goals and metrics to the department.</li> <li>• Buy-in from key stakeholders.</li> </ul>
<b>6) Technical Expertise</b>	15%	<ul style="list-style-type: none"> <li>• To apply expertise to the study and its staff in areas of:               <ul style="list-style-type: none"> <li>○ Data collection</li> <li>○ Organisational development</li> <li>○ Technical systems</li> <li>○ Management accounting</li> <li>○ Planning and risk-management</li> </ul> </li> <li>• To recognise and mitigate expertise gaps versus short, mid and long term planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills are retained.</li> <li>• Skills content and capacity meet the needs of the study in a timely fashion.</li> </ul>

**MINIMUM REQUIREMENTS**

Minimum qualifications	<ul style="list-style-type: none"> <li>• Master’s degree in Economics, Statistics, Business Management, Social Sciences or similar</li> </ul>
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• Experience managing large scale panel surveys, surveys of individuals, households surveys or similar</li> <li>• Demonstrable involvement in multi-million rand tenders</li> <li>• Project Management experience, including: Human Resources</li> <li>• Demonstrable evidence of team leadership</li> </ul> <p><u>Added Advantages:</u></p> <ul style="list-style-type: none"> <li>• Experience in Undertaking Panel Surveys.</li> <li>• Experience in Quantitative Social Science Research.</li> <li>• Engagement with Government / Policy Makers.</li> </ul>

**COMPETENCIES**

Competence	Level	Competence	Level
Results focus	4	Initiating action	3
Conceptual thinking	4	Follow up	4
Negotiation	3	Energy	4
Impact/ influence	3	Building interpersonal relationships	3

**AGREED BY**

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Job Holder				
Line Manager				
HOD/ Dean				