

NOTES

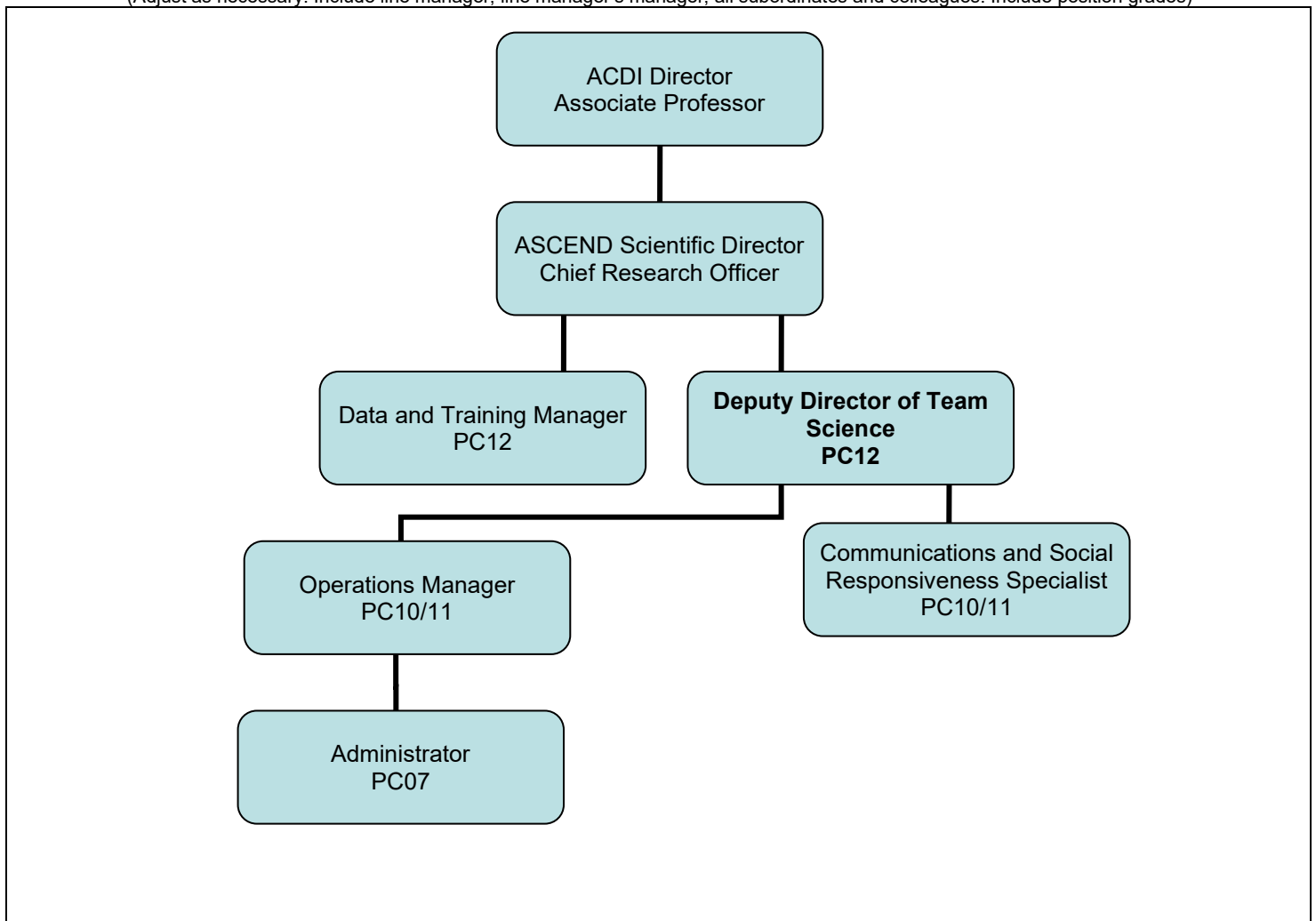
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Deputy Director of Team Science		
Job title (HR Business Partner to provide)	Senior Research Support Manager		
Position grade (if known)	PC12	Date last graded (if known)	
Academic faculty / PASS department	Science		
Academic department / PASS unit			
Division / section	African Climate and Development Initiative		
Date of compilation			

ORGANOGRAM

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



PURPOSE

The African Synthesis Centre for Climate Change, Environment and Development (ASCEND) is a new research centre that acts as a piece of synthesis team research infrastructure at UCT, based within ACIDI. ASCEND will regularly host transdisciplinary research teams of 15 participants per team drawn from across Africa and globally. ASCEND teams will also have participants from across multiple faculties at UCT, as well as postdocs based full-time at ASCEND. Each team will meet at UCT four times, for up to a week each time. At full capacity ASCEND expects to host teams for 35 – 40 weeks of the year, equating to up to 600 researchers moving through ASCEND facilities each year.

The Deputy Director of Team Science for ASCEND will collaborate with and report to the ASCEND Scientific Director to lead ASCEND.

The core functions of the Deputy Director of Team Science will be to lead the multiple functions required for success of ASCEND research teams, including to:

- Guide and direct the implementation of ASCEND strategy into short and medium-term plans, including for research teams.
- Guide and sometimes direct changes in administration and management across specialist areas of ASCEND.
- Apply knowledge of university policy as well as local, national, and global climate policy to ASCEND programming.
- Lead or co-lead the design of calls for new research teams and lead the dissemination of the calls.
- Lead on the process for evaluating proposals for teams and the team selection process.
- Lead on the tracking of research team progress (including on team goals; team composition; meeting agendas and preparation; team access and use of ASCEND facilities such as data science; co-creation of research with knowledge users; and ensuring actionable research of teams).
- Lead the monitoring, evaluation, and learning process of ASCEND.
- Lead on the diversity and inclusion portfolio for ASCEND research teams, and related training for research teams.
- Mentor postdoctoral research fellows (as their primary supervisor at UCT along with primary supervisor from a ASCEND synthesis team)
- Expert facilitation of research teams, as needed when they are in residence at UCT or online.
- Participate as a researcher in select research teams (expected as not more than one or two teams per year).
- Develop and disseminate learnings from transdisciplinary team research processes of ASCEND.
- Co-develop the capacity strengthening curriculum and activities of ASCEND, targeted initially at research teams and postdocs.
- Represent ASCEND and UCT at national and international events with researchers and policymakers, including as a keynote speaker.
- Guide and sometimes direct science-policy knowledge brokering for ASCEND research teams and other ASCEND projects.

The Deputy Director of Team Science will also oversee the development and management of the ASCEND operational team and take high-level leadership of project reporting. They will be responsible for finance and HR planning and signoffs and co-lead strategic fundraising.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Team Science Leadership and Facilitation	40%	<ul style="list-style-type: none"> • Co-design calls for research teams with Scientific Director, and lead on disseminating call, and encourage applications. • Lead on diversity and inclusion activities and tracking. • Lead on organizing the process for evaluation and selection of team proposals. • Manage facilitation of research teams, including team goals, agendas, and data synthesis and analysis. • Advise teams on research to impact pathways and suitable team outputs (for example policy briefs, media articles, radio or TV). • Develop and disseminate learnings from transdisciplinary and actionable research processes of ASCEND. • Participate as a researcher and or team leader in select research teams as requested. 	<ul style="list-style-type: none"> • Calls for teams (widely disseminated) • Teams selected • Team diversity and inclusion • Team research to impact plans • Team meeting plans • Publications and other related actionable research impact outputs from ASCEND, for example policy briefs and media interviews
2	Organizational Development, Governance and Fundraising	20%	<ul style="list-style-type: none"> • Representing ASCEND at local and international meetings and fora, including keynote addresses (e.g., on transdisciplinary team science). • Representing the Synthesis Centre in media engagements. • High-level external relationship management, including relationships with donors and partners. • High-level internal relationship management such as with ACDI, other UCT partners, Faculty and Executive. • Co-lead on proposal development and strategic fundraising, including grant writing, engaging with Development and Alumni and the Research Office. • Ensuring proper governance, including engaging with and reporting to the Synthesis Centre Advisory Board. • Lead on establishing MEL systems. • Lead on implementing MEL systems and activities at ASCEND. 	<ul style="list-style-type: none"> • Presentations • Relationships cultivated, locally and internationally • Proposals submitted • Funding secured • Governance structures developed • Advisory Board meetings and reporting • MEL framework and reporting system • MEL activities and reports
3	Operations, staff and finance Management	20%	<ul style="list-style-type: none"> • Liaise with Scientific Director on day-to-day decision making and planning. • Oversee development and recruitment of key positions (liaising with ACDI Finance Manager and Admin team). • Manage ASCEND team, including Centre Manager, Data and Training Manager, and Communications Specialist. • Approve financial planning and reporting (liaising with ACDI Finance Manager and Admin team) • Approve expenses. • Report on research grants. 	<ul style="list-style-type: none"> • Monthly Action Plans • Staff recruited • Monthly team meetings • Up to date financial plans • Grant reporting
4	Postdoc supervision and team science capacity strengthening	20%	<ul style="list-style-type: none"> • Manage recruitment of postdoctoral fellows. • Mentor postdoctoral research fellows, including for professional development activities (as their primary supervisor at UCT along with primary supervisor from a ASCEND synthesis team) • Co-develop synthesis research and team science training curriculum. • Co-lead research to action capacity building, including with Synthesis Centre partners. 	<ul style="list-style-type: none"> • Postdocs recruited • Early Career Researchers mentored • Curriculum • Trainings

MINIMUM REQUIREMENTS

Minimum qualifications	PhD in a subject relevant to climate change and/ or sustainable development.			
Minimum experience (type and years)	<p>At least 7 years' work experience, of which at least 5 years is post PhD, including:</p> <ul style="list-style-type: none"> • Track record of postgraduate co-supervision at PhD and/or Masters level or of postdoctoral researcher supervision. • Track record of publications and disseminating knowledge products. • Experience leading or co-leading interdisciplinary or transdisciplinary team research projects • Track record of securing independent funding • Substantial experience working in a research-and-policy or research-and-practice environment (such as local, national or international environmental assessments, specialist advisory roles, or program management roles). • Excellent skills in managing diverse teams and facilitating teamwork at the interface of research, policy and/or practice. • Excellent skills in the communication of research to diverse audiences, such as through policy briefs, public speaking, traditional or social media, and/or arts. • Experience of research management and reporting in a leadership role in academia, consulting, or other development sector institutional setting. • Experience of participating in synthesis research (that is, research that integrates existing data and knowledge). 			
Skills	<ul style="list-style-type: none"> • Inter or transdisciplinary team research facilitation • Organizational development and management skills, including team leadership, fundraising and staff management • Excellent communication, outreach, and relationship management skills, including excellent writing, public speaking and presentation skills. • Excellent interpersonal skills, including relationship management and conflict management 			
Knowledge	<ul style="list-style-type: none"> • Excellent grounding in discipline(s) relevant to climate change and sustainable development • Excellent understanding of inter and transdisciplinary team science conditions of success • Knowledge of local and international science/policy/practice decision-making networks for climate change and sustainable development 			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Honesty to handle finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	3	Teamwork / collaboration	3
	Analytical thinking / Problem solving	3	University awareness	3
	Information management	3	Building partnerships	3
	Planning and organizing / work management	3	Conceptual thinking	3
	Strong written and verbal communication skills	3	Project management	3
	Computer literacy and numeracy	3	Conflict management	3
	Scientific writing skills	3	Adaptability/flexibility	3
	Stress tolerance	3	Creativity and innovation	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Team Science Leadership and Facilitation; Organizational Development, Governance and Fundraising Operations, staff and finance Management; Postdoc supervision and team science capacity strengthening
Amount and kind of supervision received	Work independently
Amount and kind of supervision exercised	Senior leadership position within ASCEND, managing core team and postdoctoral fellows and postgraduate students
Decisions which can be made	Candidate is expected to work independently and make key strategic decisions.

Decisions which must be referred	Decisions requiring consultation with the Scientific Director of ASCEND and decisions requiring signoff by the ACDI Director.
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CONTACTS AND RELATIONSHIPS

Internal to UCT	Synthesis Centre leadership team, staff, faculty and university executive and research offices, PASS departments, postdocs and students
External to UCT	Research community (locally and internationally), funders, donors, commercial partners, higher education institutions, government departments, civil society organisations/societies, and other private sector or non-profit organisations.