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

NOTES

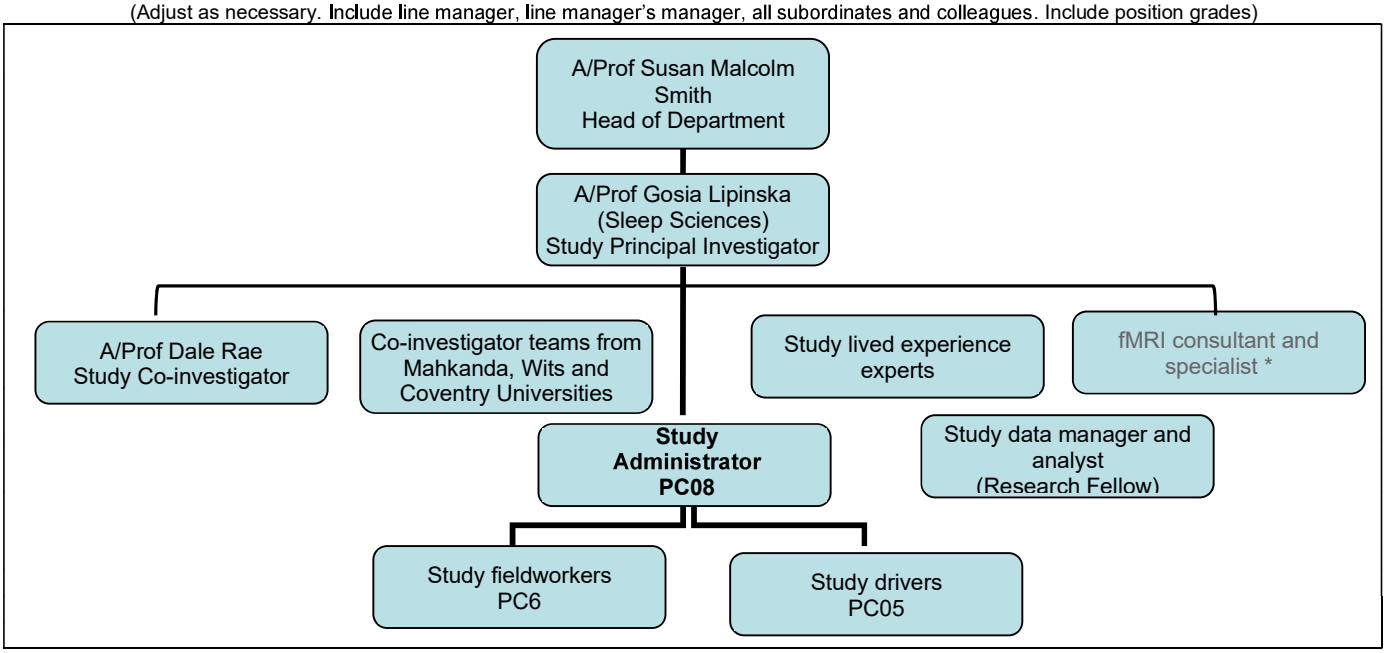
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Study Administrator		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	
Academic faculty / PASS department	Humanities		
Academic department / PASS unit	Psychology		
Division / section	Sleep Sciences		
Date of compilation	30 / 09 / 2024		

ORGANOGRAM

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



PURPOSE

The Study Administrator will function under the line management of Associate Professor Gosia Lipinska, the Principal Investigator for an international study (Sleep CHAMPzzz) funded by the Wellcome Trust, and which has research sites at UCT, Makhanda University and Coventry University (UK). This position has two main functions:

(i) to coordinate the global sleep-research study activities at all three research sites

(ii) to coordinate the day-to-day activities at the UCT research site associated with the efficient execution of the sleep research study

This job description is not an exhaustive list of all the tasks, and, in a changing environment, the specific tasks assigned may differ in detail, but the level of responsibility and overall nature of the work will remain the same.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	**Global project administration**	25%	**Role: Coordinate administration of the study between the three study sites:** • Act as the key liaison person between the three study sites • Assist PI with funder reports and other documents • Assist PI with study budget and expenses • Schedule inter-site study meetings, take minutes, archive minutes • Maintain study website • Create content for and publish science communication in the form of public text articles, social media and videos related to the Sleep CHAMPzzz study • Book travel and accommodation for research team members for key team meetings • Maintain study records and documents on OneDrive	• Effective coordination and communication between the team members at all three research sites • Timeous and accurate reporting to the funder • Well-managed study budget and associated reports • Up-to-date study website • Published articles, social media posts and videos • Efficient travel and related activities for study team • Well-maintained study documentation on OneDrive
2	**Day-to-day study coordination (UCT):**		**Role: Coordinate the efficient execution of the research study at UCT**	
2.1	**Study administration**	30%	Meetings: • Schedule study site meetings (technical and operational aspects), record, store and share meeting minutes • Update study team on recruitment targets, data collection progress, data quality controls at site meetings Staffing: • Assist PI with all UCT site-specific contracts for study staff • Coordinate study staff training sessions (ethics, equipment, data collection processes) – includes booking dates and venues, schedule, preparing resources and equipment • Coordinate staff needed for the scheduled data collection sessions (includes students, field staff, drivers, other Co-Is) • Monitor study staff timesheets Data collection and labs: • Assist the PI, Co-Is and Data manager and analyst to purchase and maintain sleep research equipment (charge, clean, troubleshoot etc) • Purchase study consumables, monitor stock • Assist study team with all SOPs relating to data collection • Work with PI, Co-Is and data analyst to ensure all data collection tools and sleep-research equipment are ready for data collection • Book labs and equipment needed for all data collection processes	• Good communication between all study staff • Efficient preparation and maintenance of all staff, equipment and resources needed for data collection phase of study • Study is run according to the budget allocated for the implementation of data collection

2.2	**Community liaison**	10%	• Liaise with lived experience experts to ensure integration into all aspects of the study • Coordinate bi-monthly lived experience meetings • Assist PI and Co-Is with recruitment of schools, lived experience experts and participants (including communication with parents / care givers) • Coordinate feedback for participants and schools on relevant study measures	• Good communication between schools, participants, parents, lived experience experts and study staff • Facilitate the active role of the lived experience experts
2.3	**Participant management**	20%	• Schedule consenting, enrolment and follow-up sessions to collect data from participants • Arrange monies for participant reimbursement (cash or vouchers) • Purchase and organise refreshments for participants • Arrange overnight accommodation for participants as needed • Organise and purchase participant care packs • Liaise with PI in instances where participants require referral	• Smooth and efficient processes related to participants in the data collection phase of the study • Study is run according to the budget allocated for the implementation of data collection • Good communication between participants and study staff • Study participants are well looked after and receive appropriate feedback and support
2.3	**Ethics and data quality assurance and management**	15%	• Assist PI with all UCT ethics-related forms and reports • Assist the PI, Co-Is and Data manager and analyst to maintain UCT study resources on Redcap and OneDrive • Check data from each participant as collected and liaise with Data manager regarding quality and missing data • Ensure adherence to ethical, administrative, operational study policies	• All ethics-related protocols are followed correctly, and reporting is timeous • Data collection and management is done to the highest standard and timelines are adhered to

MINIMUM REQUIREMENTS

Minimum qualifications	Higher or advanced certificate in project management, operations management, or similar (NQF level 5) Advantageous: Bachelors degree in Psychology, Science, Health Sciences or related discipline
Minimum experience (type and years)	At least two years' experience in research study coordination with sleep research experience
Skills	Sleep research experience, including ability to prepare and maintain actiwatch and polysomnographic sleep research equipment Good interpersonal and communication skills Good record keeping skills Excellent organisational skills Good time management skills Ability to prioritise tasks Decision-making & problem-solving skills Ability to work across a multidisciplinary team Adaptable to constantly changing environment
Knowledge	Computer Literacy (Microsoft Packages) Advantageous: Psychology, counselling or mental health training
Professional registration or license requirements	Valid driver's license and actively driving Training and Resources in Research Ethics Evaluation (TRREE) or similar ethics certificate
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to handle cash or finances

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Communication	2	Stress tolerance	1
Adaptability and Flexibility	2	Teamwork / Collaboration	2
Analytical thinking and problem-solving	1	Continuous learning	1
Planning & organizing / Work management	2	Follow-up	2
Quality Commitment & Work Standard	2	Professional knowledge and skills	1
Safety awareness	2	Resilience and tenacity	1
Building Interpersonal Relationship	1	Initiating action	
Research support skills	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Day-to-day running of the study.
Amount and kind of supervision received	Principal Investigator – Study conduct, ethics, finance
Amount and kind of supervision exercised	Management of field staff and drivers
Decisions which can be made	Protocol dependent
Decisions which must be referred	Protocol dependent

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor				