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

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	Director Office of Research Integrity		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC13(5)	Date last graded (if known)	March 2025
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Research Office		
Division / section	Office of Research Integrity		
Date of compilation	July 2024		

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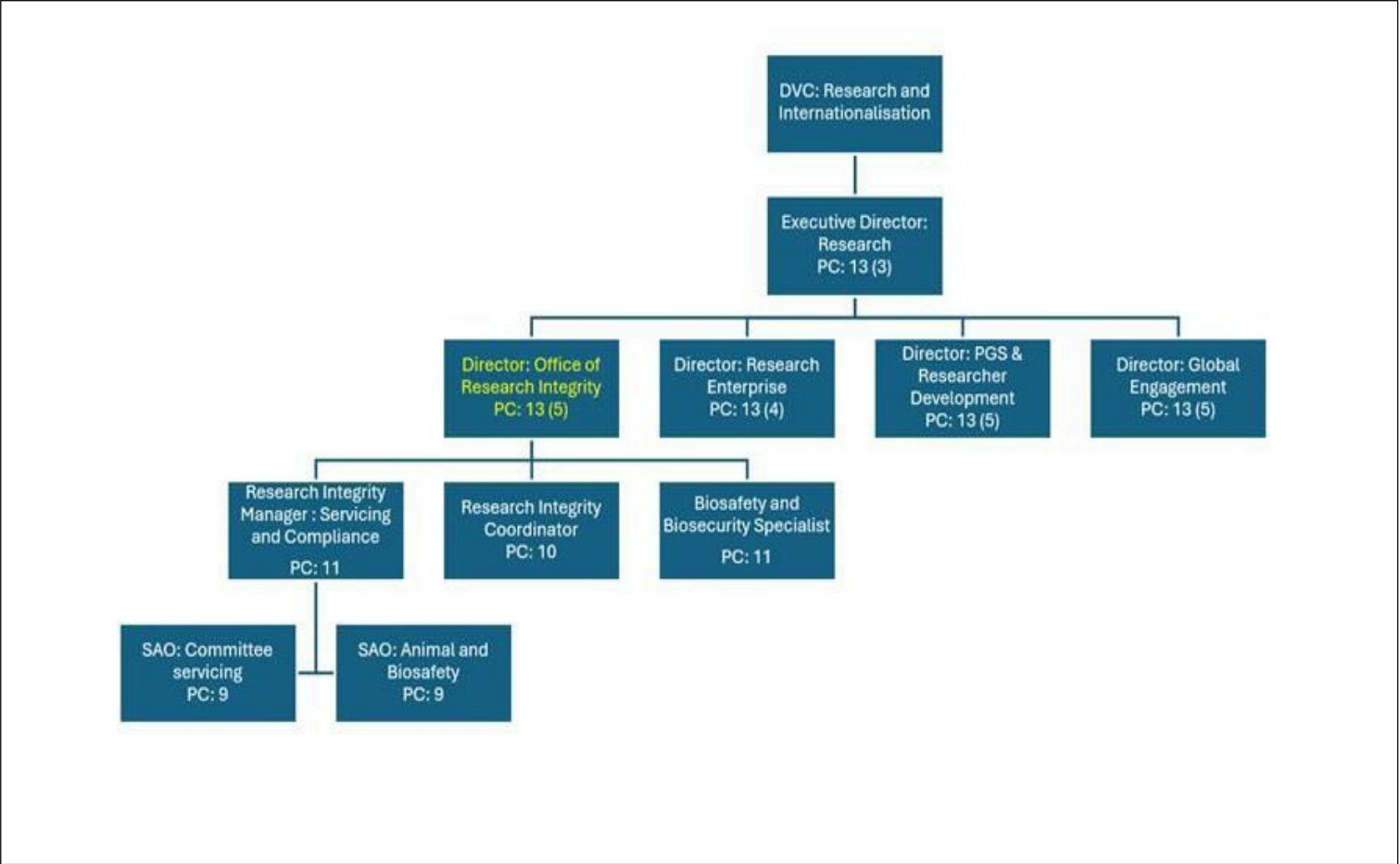
PURPOSE

The main purpose of this position is:

The appointee provides strategic leadership for the Office of Research Integrity (ORI) and manages a team to sustain and enhance responsible conduct of research, ethics and compliance. The team remit includes the oversight of ethics, animal welfare, biosafety and related topics in responsible conduct of research. Activities cut across committee, Faculty and PASS department structures and the incumbent assures collaboration with the Research Ethics Committees (RECs), Animal Ethics Committees (AECs), and Institutional Biosafety Committee (IBC) as well as with individual researchers and departments, under the auspices of the Senate Ethics in Research Committee (EiRC), the Senate Animal Ethics Committee (SAEC) and the Research Office (RO). Responsibilities include providing appropriate support to SEiRC, SAEC and faculty-level RECs and AECs; ensuring that university research policy documents and ethics guidelines are up to date and in line with national and international standards and best practice, as well as accessible to users; staying abreast of new developments in international and national research ethics, safety and integrity policies and practices and bringing these to the attention of the EiRC, the SAEC, and the University Research Committee (URC), as appropriate; liaising with the EiRC, the SAEC and the URC, as well as the Faculty-level Research Ethics and Animal Ethics Committees to receive operational adjustments to policy or standard operating procedures; building and sustaining relationships with Faculty-level RECs and AECs to ensure that ethics review processes work smoothly; building and sustaining relationships with Faculty- level Research Committees to assist with training in responsible conduct of research; taking responsibility for the roll- out and implementation of training (which will draw on input from a range of experts) in research ethics for new researchers and refresher training in research ethics for all researchers and REC members; organizing and leading discussion forums, colloquia, workshops for researchers both from within the university and from elsewhere; working with colleagues throughout the Research Office to facilitate the integrity of and optimal compliance with the requirements of national and international grant applications as well as with UCT's policies, systems and procedures; driving a communication strategy and feedback loop between university officials responsible for safety and risk management, faculties and relevant structures within faculties about processes regarding biosafety, GMO, hazardous materials and laboratory safety standards.

Compliance with international funder and agency requirements (National Institutes of Health; Wellcome Trust); controlled substance access, facility registration (Department of Agriculture, DoA); key procedure authorization (South African Veterinary Council) also fall under this remit and external stakeholder management is therefore an important component of the job. Importantly, the Director, ORI is also responsible for providing advice to faculties regarding the investigation of allegations of breaches to research norms and standards or allegations of research misconduct in line with current UCT-approved policy.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)

| 1 | Responsibility for responsible conduct of research (RCR) processes and procedures (research ethics and integrity), including system development and implementation. | 40% | • Establish collaborative relationships with SAEC and SEiRC, RECs and AECs, as well as with individual researchers and departments to promote ethics in research.
• Be responsive to requests for advice, assistance in all research ethics and integrity related matters and conflict resolution interventions e.g. by playing a conciliatory role as needed.
• Manage on-going communication with the URC, the RO, RC&I, the EiRC, SAEC, IBC to facilitate transparency and good communication about policy, substantive and operational matters.
• Stay abreast of new developments in national and international research, and research ethics and integrity policies and bring this to the attention of the URC, EiRC and SAEC and IBC and other relevant stakeholders
• Initiate the development and implementation of new systems and process, or the realignment of existing systems and processes to strengthen RCR at UCT. | • Shared responsibility for enhancement of responsible conduct of research.
• Accessible up to date policy documents and ethics guidelines.
• Accessible policy and procedure documentation regarding the Responsible conduct of research components (authorship, research ethics, conflict of interest and research misconduct);
• Effective and efficient procedures for reporting problems in respect of responsible conduct of research, including research misconduct.
• Researchers receive advice and support regarding rules and regulations applicable to international and national grants management; all aspects of research ethics and integrity.
• Support provided to faculty REC and AEC chairs as needed on a case-by-case basis.
• Ethics application and review processes and systems harmonized and strengthened across faculties and reviewed on a regular basis. |

| 2 | Compliance oversight | 20% | • Stay abreast of the requirements and policy frameworks of UCT's agency partners and UCT's own policies, structures and procedures regarding national and international grants;
• Manage a team of research compliance professionals to ensure compliance with
• requirements of international and national funding agencies and UCT's policies, systems and procedures
• Coordinate compliance initiatives and programming with Research Office colleagues and other stakeholders—RC&I, HR, Registrar's Office, etc
• Drive a communication strategy and feedback loop between the Environmental Risk Manager, faculties and relevant structures within faculties about processes regarding biosafety, GMO, hazardous materials and laboratory safety standards; and facilitate laboratory and GMO registration and audits, as required.
• Participate in the management of internal compliance activities with respect to conflict of interest and POPIA
• Manage a range of external stakeholders relating to compliance and due diligence requirements. These include national and international funders (NRF, NIH, Welcome Trust etc); national government department compliance requirements (NHREC, DOH, DoA, DEFF, SAVC etc) | • UCT's international and national grant applications are compliant with UCT and funding agencies' requirements.
• UCT's risk (reputational and financial) regarding grant and other regulatory compliance requirements, is managed effectively.
• UCT's risk (safety compliance) is managed effectively.
• External stakeholders (DAFF, SAVC and a range of international funding agencies such as the NIH and Wellcome Trust) are managed optimally through ongoing relationship building. |
| 3 | Policy Development and revision | 10% | • Ensure that all policies related to the responsible conduct of research are revised and updated on an at least 5-year cycle as per good practice, and more frequently as required.
• Take responsibility for drafting new policy as required, and revisions to existing policy and for ensuring that these revisions are discussed at all appropriate fora and approved by all necessary UCT committees. | Efficient and effective maintenance of high standards in research ethics. |

4	RCR training (Research Ethics and Research Integrity)	15%	Establish blended RCR training at UCT to meet the needs of a variety of stakeholders including administrators, postgraduate students and early career researchers, research teams etc. This includes online training modules, workshops, seminars, webinars etc.	The promotion of and education about responsible conduct of research permeates deeply into UCT and results in behavior that is in line with responsible and ethical research conduct.
5	Central port of call (or locus of technical expertise) within the Research Office	5%	Provide advice and assistance to Research Office colleagues on any matter related to research ethics, integrity, and compliance. Participate actively in the management of the UCT RO by attending meetings, workshops etc Ensure that web-based information is up to date and compliant as well as accessible to users. Contribute to development of web sites and internet resources, and the implementation, adoption, and use of the electronic research administration (eRA) system.	The Research Office role as custodian of information, advice and support on the technical aspects of research integrity issues is assured.
6	Leadership of ORI including all administrative aspects	5%	Provide effective leadership of the ORI and complete all RO management and HR administration requirements such as quarterly reporting, HR management etc.	A well-motivated, appropriately skilled ORI team available to complete all required tasks.
7.	Transformation	5%	Contribute to the University's transformation plan and objectives through participation in the working community of the Research Office, and through the performance of research administration services.	Transformation and employment equity requirements are upheld for all ORI appointments. Diversity and inclusivity are recognized as an ORI team value.

Minimum qualifications	An NQF 9 qualification (master's degree) or higher in relevant fields (including law and health sciences); PhD in a relevant field will be an advantage..
Minimum experience (type and years)	At least 9 years experience and demonstrable knowledge or experience in research ethics and research integrity; 9 years' appropriate senior management experience in a Higher Education, Research Agency, Research Council or other related environment; Grant holder experience will be an advantage.
Skills	MS Office suite (including Excel, Word, Powerpoint, Teams and Outlook - intermediate) UCT Institutional Offerings (Vula, HR and Finance processes – basic) Excellent, accurate writing and editing skills Excellent people skills
Knowledge	An in-depth and Up To Date demonstrable knowledge of both research ethics including health research ethics and research integrity is required for this position.
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'.)	

Competencies (Refer to [UCT Competency Framework](#))	Competence	Level	Competence	Level
	Analytical Thinking/Problem Solving	4	Building Partnerships	2
	Facilitation	4	Planning & Organising/Work Management	3
	Communication	3	Building Interpersonal Relationships	2
	University Awareness	3	Continuous Learning	3

SCOPE OF RESPONSIBILITY

Functions responsible for	Provide information and advice to UCT members to assist with resolving complex problems; reviews, revise and strengthens processes and systems; manages relationships with external stakeholders effectively
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	Manages and leads ORI team
Decisions which can be made	Decisions in line with UCT policy and procedures and those that will benefit the ORI, the UCT RO and research enterprise or UCT. Decisions that may need to be taken urgently in relationship to research ethics or integrity matter that poses an immediate risk of institutional harm.
Decisions which must be referred	Decisions that pose a risk to UCT but are not urgent, particularly those involving external stakeholders, or that could result in negative consequences for the institution.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Frequent contact with the Executive including the Registrar and DVC: Research. Occasional contact with the VC. Frequent contact with Deans, Deputy Deans, Research Ethics Chairs and academics.
External to UCT	Multiple external stakeholders including funders, Foundations, Government Departments and Regulatory Authorities