



## NOTES

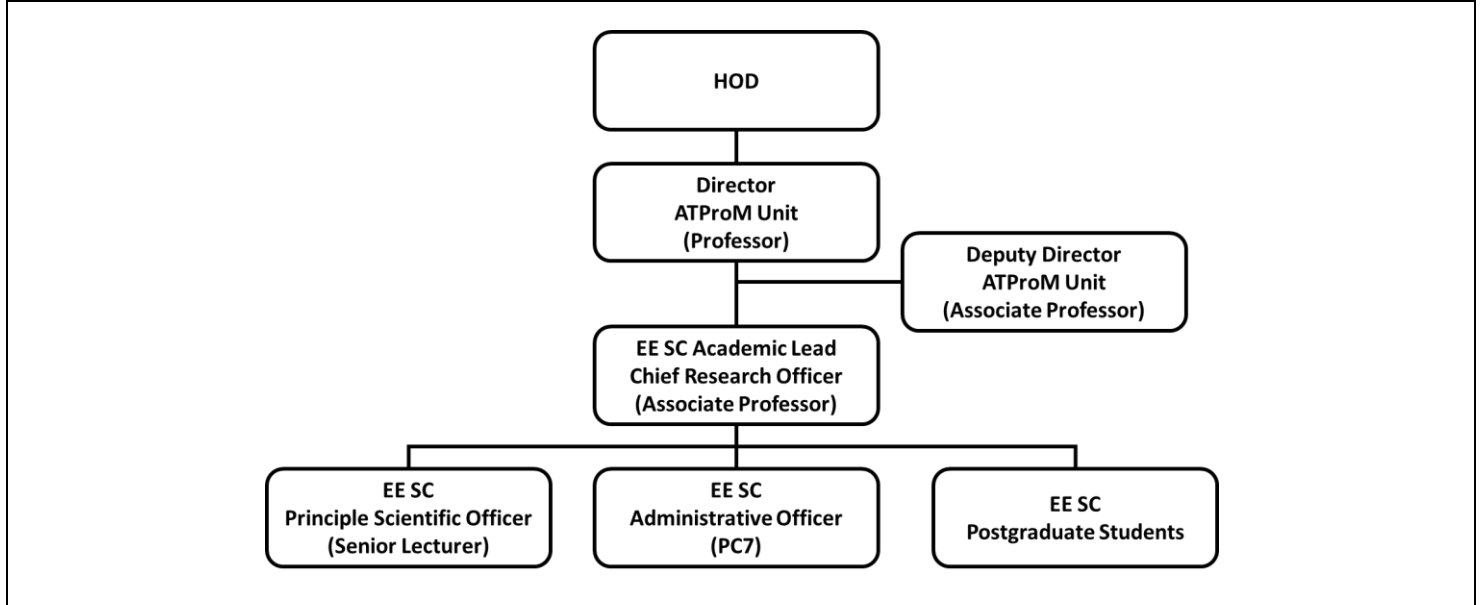
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

## POSITION DETAILS

Position title	Academic Lead – EPPEI Specialization Centre in Energy Efficiency
Job title (HR Practitioner to provide)	Chief Research Officer
Job grade (if known)	
Academic faculty / PASS department	Academic
Academic department / PASS unit	Mechanical Engineering
Division / section	EBE
Date of compilation	22 March 2018

## ORGANOGRAM

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



## PURPOSE

The Academic Lead (AL) together with the Principle Scientific Officer (PSO) and associated academic leaders from the ATProM Unit form the Management Committee (ManCo) of the SC. Together they will be responsible for formulating the research strategy of the SC. The AL will therefore provide decisive inputs in the development of the strategy and policies.

The AL shall also be ultimately responsible for all of the academic and technical activities of the SC via the PSO, SC Administrative Officer and Postgraduate Students. This includes the supervision of students, delivery of postgraduate courses and development of relationships with funding bodies and collaboration partners.

The AL will also be expected to spend up to 20% of his/her time on pursuing academic interests in other industries and within the department's academic programme.

**JOB CONTENT**

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Strategy	10%	<ul style="list-style-type: none"> <li>• Serve as a full member of the research group ManCo.</li> <li>• Develop collaborative partnerships to meet the strategic objectives of the research group.</li> <li>• Ensure that the research focus remains relevant to industry.</li> </ul>	Ensure that the strategic direction of the research group remains aligned with both industry needs and academic priorities.
2	Communication	10%	<ul style="list-style-type: none"> <li>• Develop and maintain channels of communications between the SC and collaboration partners both internationally and locally.</li> <li>• Regularly interface with Eskom managers and Subject Matter Experts (SMEs) via the established technical groups such and the SCOT committees.</li> <li>• Regularly interface with academics from partner Universities and Universities of Technology (UoTs) related to the IUP programme.</li> <li>• Serve on Eskom committees to provide research advisory.</li> </ul>	Build strategic links through effective communication between the research group and funding agencies and all the relevant outside stakeholders.
3	Operational Coordination	15%	<ul style="list-style-type: none"> <li>• Serve as the strategic lead for the SC and Inter University Programmes that the SC is leading.</li> <li>• Prepare and present funding applications to potential funders.</li> <li>• Work with the partner UoTs to obtain support for student project development and development of strategic assets.</li> <li>• Serve as a permanent member of the EPPEI Exco, Research Committee and Curriculum Committee.</li> <li>• Support the development of EPPEI through active participation in working groups established by the EPPEI Exco and/or in collaboration with the EPPEI Consortium Management Team in working groups.</li> </ul>	Develop, maintain and execute operational procedures for the SC based on the policies laid down by the ManCo and EPPEI to successfully achieve desired research outcomes.
4	Financial Coordination	5%	<ul style="list-style-type: none"> <li>• Prepare annual budgets.</li> <li>• Request budget approval from faculty finance departments.</li> <li>• Ensure that the correct financial controls are in place for the operation of the SC.</li> <li>• Act as fund holder and signatory for the EPPEI related funds.</li> </ul>	Prepare the annual budget in line with UCT procurement processes and funder requirements.
5	Human Resource Coordination	5%	<ul style="list-style-type: none"> <li>• Coordinate the activities of the SC Principle Scientific Officer.</li> <li>• Coordinate activities with partner academics at other specialisation centres.</li> </ul>	Ensure effective coordination of administrative staff and postgraduate students within the research group.

6	Monitoring and reporting	5%	<ul style="list-style-type: none"> <li>• Approve all monitoring and reporting documents.</li> <li>• Report to the Dean on the research group activities for feedback to the EPPEI board.</li> </ul>	Ensure accurate and up-to-date reporting on all the activities and outcomes of the research programmes to all the relevant stakeholders.
7	Academic programme EPPEI	30%	<ul style="list-style-type: none"> <li>• Supervise and co-supervise students registered for Masters and PhD studies related to Eskom interests.</li> <li>• Participate in related research which is worthy for publication.</li> <li>• Participate the in development and delivery of postgraduate courses.</li> </ul>	Contribute to the delivery of the academic outputs of the research group.
8	Academic programme	20%	<ul style="list-style-type: none"> <li>• Participate in undergraduate teaching.</li> <li>• Supervise and co-supervise students registered for MSc and PhD studies in the interest of other industrial partners, but in line with the research group's focus.</li> <li>• Participate in the development of the undergraduate and postgraduate academic programmes within the Department of Mechanical Engineering.</li> <li>• Participate in the generation of research publications based on the work conducted within the SC.</li> </ul>	Contribute to the delivery of the academic outputs of the research group.

**MINIMUM REQUIREMENTS**

Minimum qualifications	BSc Eng or B Eng plus a Doctoral Degree in Engineering.
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>• <b>EITHER</b> a minimum of five years' relevant working experience as a senior university academic (at least senior lecturer) with a proven track record of working with industry and specifically the power industry; <b>OR</b> a minimum of five years' relevant working experience as a senior engineer or consultant in the power industry in a specialised technical role, with a proven track record of working with academic universities.</li> <li>• Links with industry.</li> <li>• Demonstrable strategic and conceptual thinking skills.</li> <li>• Excellent interpersonal, verbal and written communication skills.</li> <li>• Analytical problem solving ability.</li> <li>• Technical knowledge of the power plant industry and thermofluid process modelling.</li> <li>• Understanding of the academic environment and postgraduate supervision.</li> </ul>

**COMPETENCIES**

Competence	Level	Competence	Level
Individual leadership	3	Written communication	3
Building interpersonal relationships	3	Communication	3
Resource management	3	Teamwork / collaboration	3
Client service and support	3	Professional knowledge and skill	3