



CHIEF OPERATING OFFICER (COO)

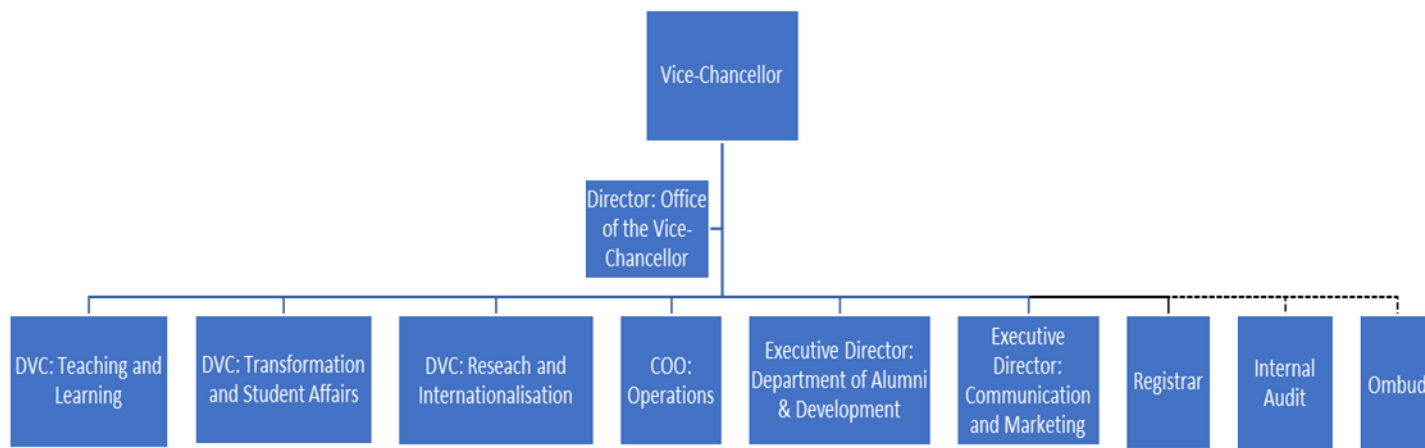
POSITION DESCRIPTION

MAIN PURPOSE OF THE JOB

Due to the changing landscape of the University, a review was done on the role and functions of the vacant Deputy Vice Chancellor position. The university has decided to consolidate the various operational responsibilities that had been distributed between the four Deputy Vice-Chancellors under a Chief Operating Officer (COO) and to redesign the other three DVC portfolios accordingly.

The position is at the level and status of a DVC, and will provide executive oversight for all operational functions, including Finance, ICTS, Properties and Services and Human Resources. Aside from the efficiencies of this consolidation, it will allow the university to appoint an experienced candidate who has appropriate experience, qualifications and seniority in this field and will not be restricted to people who are at the professorial level.

Organisational Structure



KEY MEMBERS OF THE EXECUTIVE TEAM AND INTERNAL RELATIONSHIPS

The VC and DVCs have line function responsibility for other members of the Senior Leadership Group team, viz. the Registrar, 8 Deans, the Executive Directors and some directors. Although each DVC is appointed in the first instance to oversee particular functions, these may change over the course of time at the Vice-Chancellor's discretion.

The candidate appointed to the COO position will be responsible for and provide executive oversight for the cluster of activities related to Properties and Services, Human Resources, Finance and Information, Communication and Technology Services (ICTS).

The portfolio includes the line reports for the Executive Director Finance, Executive Director ICTS, Executive Director Properties and Services and Executive Director Human Resources.

KEY PERFORMANCE AREAS FOR COO

- Have executive oversight for professional support departments such as Human Resources, ICTS, Finance and Properties and Services and be the position into which the positions of Executive Directors, accountable for the aforementioned professional functions report
- Develop, implement and monitor strategic and operational plans in respect of this portfolio
- Promote integrated administration and process management that supports the attainment of the mission and goals of the University
- Oversee relevant policy development and implementation
- Assist the Vice-Chancellor to constitute an effective two-way interface between the governance functions of Council and the executive management of the institution
- Line-manage and lead senior staff including executive directors
- Play a leading role in the recruitment of senior staff in all sectors
- Foster collegial and participatory internal governance through the committee system
- Support the achievement of equity targets and the transformation of the institutional culture
- Facilitate collaboration between Faculties and PASS departments (Professional and Support Services)
- Be accountable for cross-functional strategic projects
- Help ensure that inter-institutional regional collaboration is fostered and facilitated.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

The successful candidate will be someone who has most of the following attributes:

- Has a minimum qualification at a master's level or professional equivalent.
- Has worked in a university environment and/or has some experience working in a Higher Education environment and understands the operations and core functions of a university environment.
- Has at least ten years' experience in management positions of which at least five should have been at a senior level.
- Has a demonstrated track record managing a complex portfolio, running a large operation with experience in human resources management and facilities management
- Has a successful record of leadership and team work
- Has the ability to mobilise and inspire others towards shared goals
- Demonstrates effective communication skills, negotiation skills, persuasive skills, good interpersonal skills, and well-reasoned decision making ability
- Can think strategically and operationalise this thinking into plans and projects

- Has a track record of advancing transformation in the workplace

The following will be advantageous:

- A management qualification
- Five years experience in a university or equivalent setting
- An academic track record – in terms of (1) teaching and (2) research.
- An understanding of developments in the higher education arena nationally
- Project management skills.
- A PhD degree

Desirable personality attributes:

- An individual who can operate confidently and sensitively across cultures and other divides.
- An individual who is approachable, flexible and change oriented.
- An individual with a high level of personal motivation, energy and enthusiasm.
- A resilient individual who is able to work effectively under pressure.

SERVICE CONDITIONS FOR THE COO

The COO will be appointed for a period of five years with consideration given for renewal based on performance.

The COO will be a member of the executive staff at UCT and their appointment is subject to conditions of service of executive staff.

Key provisions are as follows:

- Membership of the UCT Retirement Fund and a medical aid scheme is compulsory
- Annual leave will be 34 days per annum. A maximum of 8 working days per calendar year may be accumulated and retained as a leave credit. A maximum of 50 days may be accumulated in this way and the maximum amount of leave that may be taken at any one time is 50 working days.
- Each eligible staff member qualifies for staff tuition rates for himself/herself and his/her spouse or life partner, and child(ren) if the child(ren) is/are financially dependent on the staff member. The staff tuition rate is 25% of the normal fee.
- The notice period for this position will be six months in writing from either side.
- Reasonable travel and removal expenses, if applicable, are payable on appointment.