



NOTES

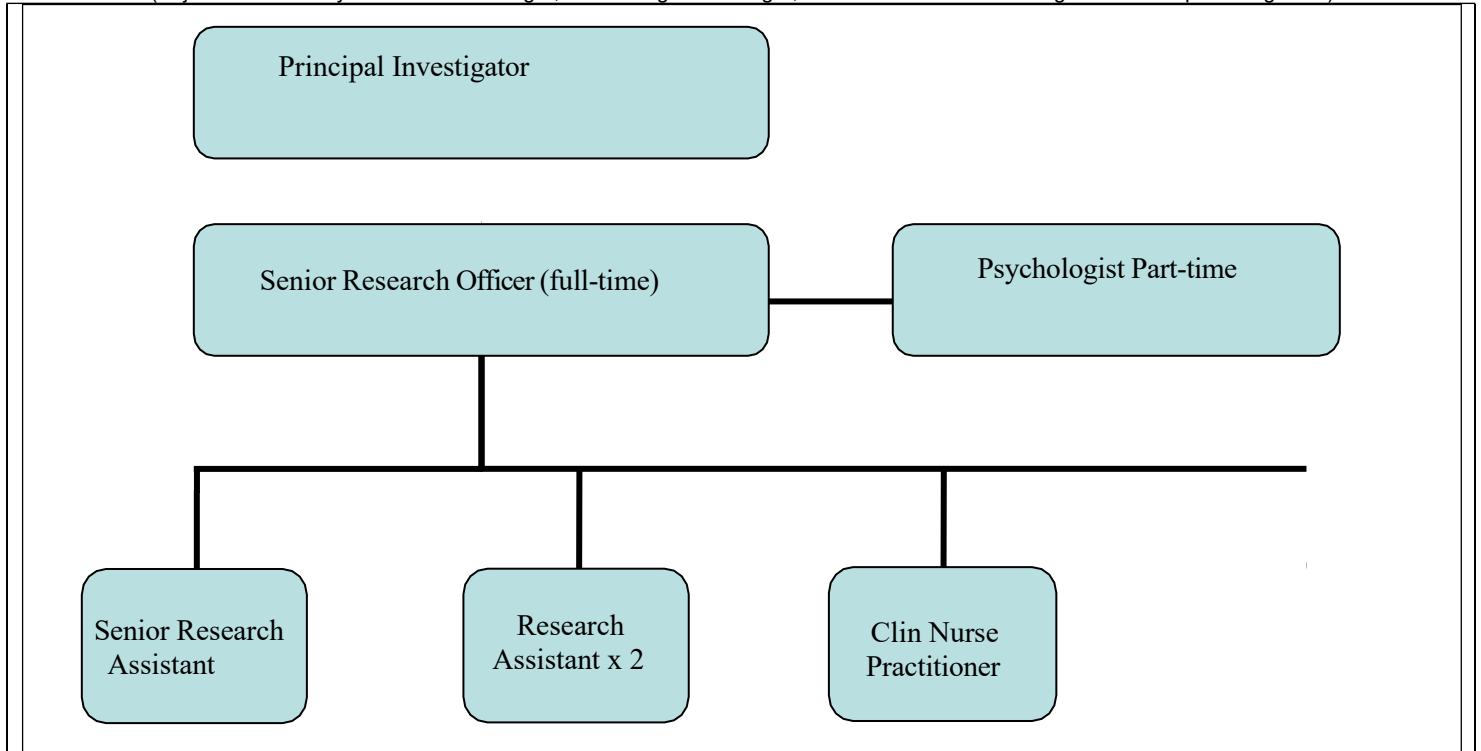
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Research Officer / Clinical Psychologist / Social Scientist		
Job title (HR Business Partner to provide)			
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Psychiatry and Mental Health		
Division / section	HIV Mental Health Research Unit, Division of Neuropsychiatry		
Date of compilation	16 October 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: to manage an Implementation Science Trial, run in 10 clinics in the City of Cape Town, with aim of exploring reach, uptake and effectiveness of CBT-AD for People with HIV, who are depressed and non-suppressed. The PM will primarily be responsible for the day-to-day running of the project as well as oversight, training and supervision of all staff.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Training and supervision of the Intervention	30	<ul style="list-style-type: none"> - Preparation / adaptation / translation of the materials and manuals - Oversight of the delivery of the enhanced intervention, as well as standard care. - Ensuring continuity of the intervention 	<p>Intervention delivery tracking, ensuring training and supervision, capturing reach and fidelity.</p> <p>Sessions delivered, fidelity, supervision, training and uptake</p>
2	Study administration	30	<ul style="list-style-type: none"> - Ensuring study site preparation and liaison with clinic staff - Preparing and submitting documentation to Ethics and Research Committees - Data management and reporting 	<p>The health department is notified of the study, facility managers and staff are briefed, and updated on at least an annual basis.</p> <p>UCT HREC are prepared in consultation with the PI, submitted timeously, and all feedback checked and filed. Data is recorded in accordance with protocol and SOP.</p>
3	Measuring implementation and effectiveness of the intervention	15	<ul style="list-style-type: none"> - Preparing study files and instruments - Over-seeing the process of assessment of participants at baseline, through the study and at end-points 	<p>Familiarity with the study protocol, including measures. Translation of measures</p> <p>Preparation of the case-report file</p> <p>Ensuring that study assessments take place according to protocol, and data captured as above</p>
4	Reporting	10	<ul style="list-style-type: none"> - Collation of data, over-seeing entry into data base - Regular liaison with collaborators and PI - Assistance in preparing reports for collaborators and funders - Assistance with purchasing, invoicing and liaison with Finance 	<p>Ensuring data checking and quality control, including back-ups</p> <p>Reports are prepared in collaboration with the PI timeously, including annual HREC and NIH reports</p> <p>Oversight of spending, preparing purchase orders and claim forms together with the Sen RA</p>
5	Human resources management	15	<ul style="list-style-type: none"> - Assistance with recruitment and appointment of study staff - Supervision of performance management according to line 	<p>Preparation of HR documentation</p> <p>Set of interviews</p> <p>Preparation and conduct of Development Dialogues in keeping with Faculty, Dept and Unit policy</p>

MINIMUM REQUIREMENTS

Minimum qualifications	Ph.D. degree (or within 3 months of completion) or equivalent in Clinical or Counselling Psychology, Psychiatry or a related social science.			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Demonstrable clinical research experience preferably in community based behavioural or psychotherapy research • Awareness of evidence-based brief psychotherapies or counselling 			
Skills	<ul style="list-style-type: none"> • Familiarity with training and supervision • Demonstrable experience working in HIV and awareness of antiretroviral (ART) adherence issues • Demonstrable project management experience • Excellent verbal and written English communication skills • Valid Driver's License and own reliable transport • Ability to manage a team and work well within the team 			
Knowledge	Knowledge of evidence-based brief psychotherapies; experience in writing Standard Operating Procedures (SOP's)			
Professional registration or license requirements	Psychology or a related field is a strong recommendation but not a requirement			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to problem-solve, lead a dynamic team			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / problem-solving	2	Coaching / developing others	2
	Communication	2	Written communication	2
	People management	2		
	Research support skills	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Project oversight, managing staff, ensuring quality data collection, collaboration			
Amount and kind of supervision received	Weekly meetings with line manager, and videoconferencing to collaborators			
Amount and kind of supervision exercised	1-2 hours per week in house; may obtain additional UCT support; guidance on process and problem-solving			
Decisions which can be made	Day-to-day decisions based on approved study protocol, SOP's and meeting minutes			
Decisions which must be referred	Those that deviate or are outside from the above; those that affect participant safety and care			

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line manager, Department, other internal collaborators			
External to UCT	University of Miami and MGH / Harvard University			