



**NOTES**

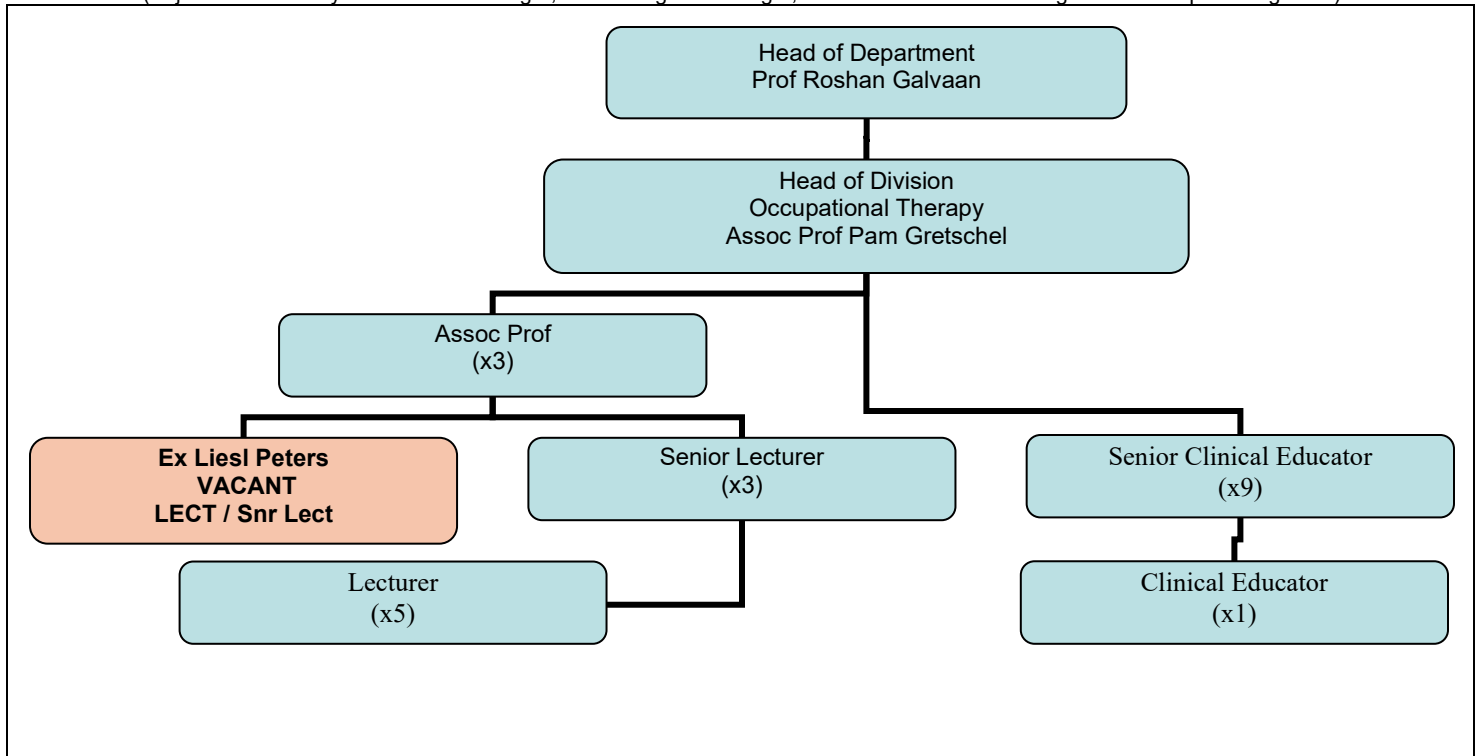
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Lecturer		
Job title (HR Business Partner to provide)	Lecturer		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Health & Rehabilitation Sciences		
Division / section	Occupational Therapy		
Date of compilation	November 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 provide teaching and conduct research predominantly in the areas of OT in Community Development Practice and fulfill academic administrative requirements, as well as participate in socially responsive activities

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching	60%	<ul style="list-style-type: none"> <li>• Curriculum Development, Design and Review</li> <li>• Classroom-based curriculum delivery</li> <li>• Monitoring of student engagement with learning tasks</li> <li>• Augmented educational support for undergraduate and postgraduate students</li> <li>• Consult on academic support across OT curriculum</li> <li>• Student assessment</li> <li>• Student supervision at practice learning sites</li> <li>• Student research supervision at undergraduate &amp; postgraduate levels</li> <li>• Attend educational courses</li> </ul>	<ul style="list-style-type: none"> <li>• Positive Reports from External Examiners</li> <li>• Acceptable student Lecturer evaluation reports</li> <li>• Acceptable student Supervisor evaluation reports</li> <li>• Acceptable student throughput rates for modules convened and Masters candidates</li> </ul>
2	Research	15%	<ul style="list-style-type: none"> <li>• Pursuing a doctoral degree if not already attained</li> <li>• Active involvement in Research</li> <li>• Regular attendance of Scientific Conferences</li> <li>• Occasional presentation at both local and international Scientific conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Steady progress towards a PhD qualification</li> <li>• Some publication at least in local journals</li> <li>• Attract some funding for research</li> </ul>
3	Leadership and administration	20%	<ul style="list-style-type: none"> <li>• Development &amp; refinement of learning opportunities</li> <li>• Compilation of course readers</li> <li>• Participation at divisional &amp; departmental staff meetings</li> <li>• Contribute to divisional academic administration</li> <li>• Course and year convening at undergraduate level</li> <li>• Participation in departmental committees</li> </ul>	
4	Social responsiveness	5%	<ul style="list-style-type: none"> <li>• Scholarly engagement with the public and communities related to OT</li> </ul>	<ul style="list-style-type: none"> <li>• Contribution to policies;</li> <li>• Support for Community Development Practice services;</li> <li>• Plan and deliver a socially responsive work</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	Masters qualification in Occupational Therapy or related field			
Minimum experience (type and years)	3 years' experience in Community Development Practice initiatives as an Occupational Therapist			
Skills	Undergraduate and postgraduate teaching and research supervision Practice learning supervision of students Curriculum development and review Development of appropriate teaching and learning materials Administrative duties at Division and Departmental level			
Knowledge	Appropriate knowledge in the occupational therapy domain of Community Development Practice			
Professional registration or license requirements	Health Professions Council of South Africa (HPCSA) Occupational Therapy Board			
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 <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Teaching to large class	2	Communication	2
	Computer Literacy –Microsoft word & Excel; PPT; Research Database Searches; Some ability to use IT based educational technology	2	Planning & Organising/Work Management	2
	Analytical Thinking / Problem Solving	2	Creativity & Innovation	2
	Building Interpersonal Relationships	2	Teamwork / Collaboration	2
	Student Service & Support	2	Conceptual Thinking	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Conceptual contribution to the team regarding curricular development Lecturing undergraduate students Practice learning supervision of undergraduate students Research supervision of undergraduate and postgraduate students Administrative and management duties at divisional and departmental level Conducting own research Engaging in socially responsive activities Course convening and/or year convening
Amount and kind of supervision received	The head of division oversees the performance rating of the individual in relation to the HR174 form in the area of teaching and learning, leadership and management, research and social responsiveness.
Amount and kind of supervision exercised	The individual reports to the undergraduate programme convener who liaises with the head of division.
Decisions which can be made	Decisions can be made regarding content and curricular as it relates to the domain of community development practice.
Decisions which must be referred	Ethical issues pertaining to students and colleagues.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Will be working with the OT division and community development practice cluster
External to UCT	Stakeholders in relation to the practice learning sites that are negotiated by the individual