HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN

POSITION DETAILS

Position title	Academic Planning and Quality Assurance Manager		
Job title (HR Business Partner to provide)	Institutional Support Specialist		
Position grade (if known)	11	Date last graded (if known)	2011
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Institutional Planning Department (IPD)		
Division / section	Academic Planning and Quality Assurance (APQA)		
Date of compilation	March 2025		

ORGANOGRAM

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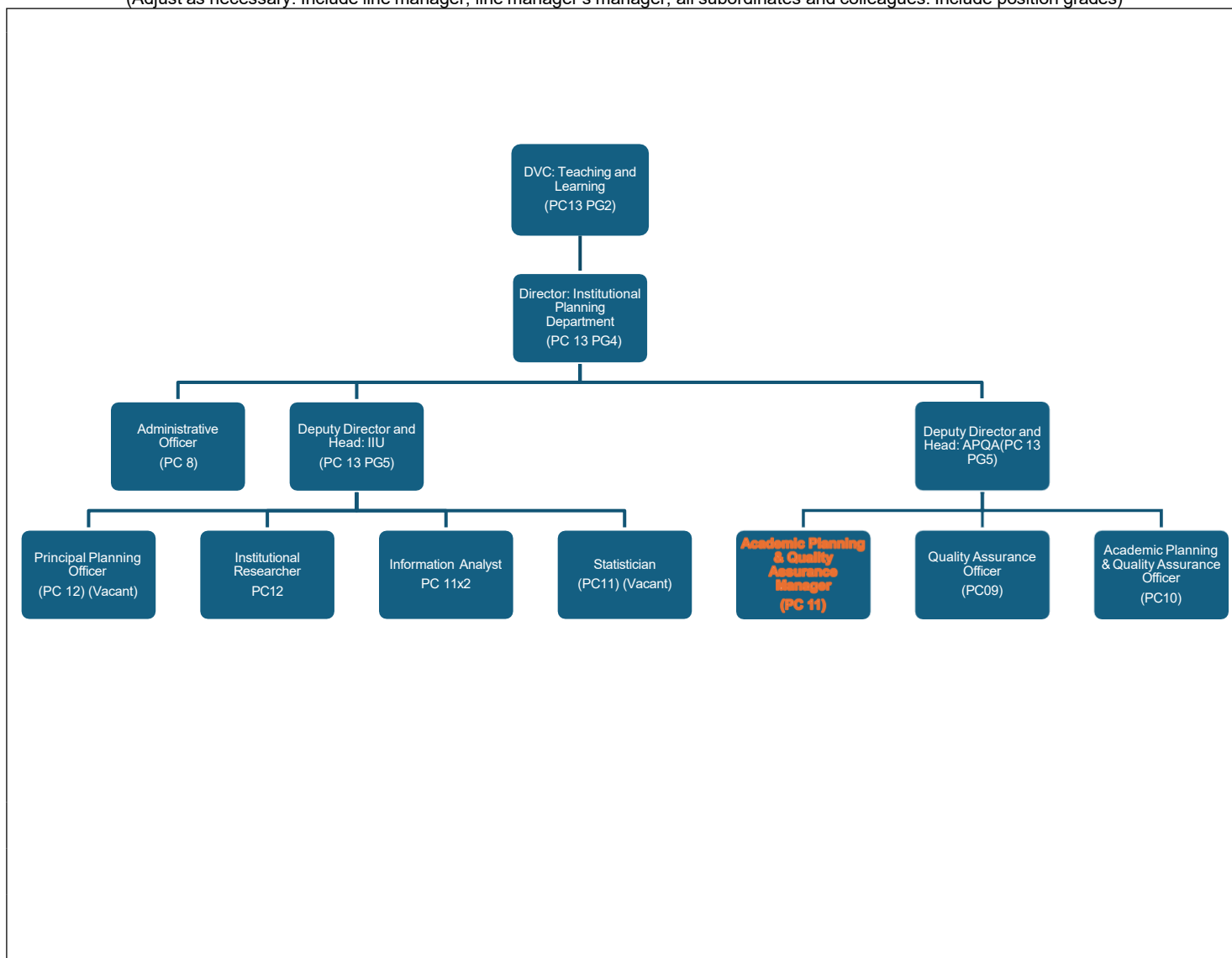
PURPOSE

The main purpose of this position is to manage, coordinate and provide support for UCT's internal academic quality assurance activities, while contributing to academic planning. The role also supports quality enhancement and improvement across the institution through thematic analysis of review outcomes, informed policy input, and engagement with internal and external stakeholders. The position works collaboratively with APQA colleagues and reports to the Head: APQA (Deputy Director of the IPD).

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.	All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.
1	Management of quality reviews	50%	• Support the Head: APQA through the management of internal reviews in the following: ○ Support the department/programme/unit in the end to end review process; panel support, programme development, tools, templates, and oversight of site visit logistics, in consultation with planning officers ○ Manage the sourcing of institutional data in consultation with relevant IPD staff and external departments. ○ Revise and improve institutional review methodologies and frameworks ○ Coordinate IPD's support for professional body reviews, ensuring internal alignment and coherence ○ Provide strategic and logistical support for national reviews and institutional audits ○ Manage coding and analysis of review reports thematically to inform institutional planning and decision-making ○ Manage the development of review documentation (e.g., reports and improvement plans) and track the implementation of recommendations in consultation with APQA team. • Collaborate with QA Officer to ensure reviews proceed successfully	• Internal reviews are aligned with institutional strategy and national standards • Documentation for reviews is developed, complete and accurate. • Panels for internal reviews are briefed and prepared • Professional body engagements are internally supported with clarity and consistency • Review findings are synthesised into actionable insights for institutional learning and planning • Recommendations are tracked, and implementation progress is documented across relevant units
2	Accreditation Process Support and Quality Alignment	20%	• Support the Head: APQA by providing input into accreditation processes • Liaise with the APQA Officer to ensure submissions are complete, compliant, and aligned with institutional processes • Provide QA advice to faculties and departments on accreditation expectations and documentation requirements • Identify and escalate accreditation risks or concerns • Contribute to institutional responses to national requests	• Accreditation applications meet institutional and regulatory requirements • Faculties receive timely and relevant guidance • Institutional accreditation cycles are tracked and documented

| 3 | Institutional Planning and Policy Support | 15% | • Contribute to the development and review of institutional planning policies
• Provide feedback on national policy drafts relevant to quality assurance
• Conduct environmental scans to inform institutional strategy and operations
• Provide QA information to support internal academic planning and development
• Attend national workshops and sector engagements as required
• Report on sector engagements with analysis and recommendations for institutional relevance | • Contribute to the development and review of institutional QA and planning policies (e.g., short courses, review frameworks)
• Support curriculum planning, programme development, and enrolment strategy
• Provide feedback on national policy drafts relevant to QA and planning
• Conduct environmental scans to inform institutional strategy and operations
• Provide QA information to support internal academic planning and development
• Attend national workshops and sector engagements as required
• Report on sector engagements with analysis and recommendations for institutional relevance |
| 4 | Data Management and Analysis | 15% | • Enhance and maintain QA data systems and review tracking database in consultation with APQA and IIU staff
• Conduct qualitative analysis of review documentation.
• Contribute to reporting to Senate, CHE, and Executive structures. | • QA data infrastructure supports planning and reporting.
• Analysis from reviews is thematic and builds institutional learning.
• Reports reflect quality insights and trends. |

Minimum qualifications	An NQF 8 qualification, (preferably an Honours degree,) preferably in Humanities or Social Sciences, like Education, Public Policy, or a related field.
Minimum experience (type and years)	Minimum 7 years in higher education, with experience in quality assurance activities such as programme accreditation or reviews; or institutional planning.
Skills	Project and stakeholder management Qualitative data analysis (e.g., thematic coding) Policy interpretation and drafting Excellent written and verbal communication Familiarity with CHE, DHET, and SAQA processes Strong proficiency in MS Office
Knowledge	South African Higher Education Policy
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'.)	n/a

Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical Thinking / Problem Solving	2	Information Management	2/3
	Planning and Organising / Work Management	3	Professional Knowledge and Skill	2/3
	Client Service	3	Teamwork	3
	Communication	2	Conceptual Thinking	2
	University awareness	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	- Supporting academic reviews, national reviews, and accreditation processes - Maintaining and enhancing quality assurance documentation, data systems, and review tracking tools - Conducting qualitative coding and synthesis of review and audit findings to support reporting, institutional learning, and decision-making
Amount and kind of supervision received	- Reports to Head: APQA (Deputy Director IPD) - Escalates institutional risks, gaps, and recommendations to the Deputy Director
Amount and kind of supervision exercised	- Coordinates tasks, workflows, and timelines with Planning Officers - Ensures alignment of deliverables across review, accreditation, and planning-related activities - Does not hold formal line management or oversight responsibilities
Decisions which can be made	- Prioritisation of day-to-day tasks and timelines across assigned quality assurance activities - Refinements to review and accreditation tools/templates, in consultation with the Deputy Director - Operational decisions regarding execution of review site visits, data management, and documentation processes
Decisions which must be referred	- Institutional-level QA risks or significant process concerns - Policy-level recommendations or changes to QA frameworks and scheduling - Strategic issues related to national alignment, institutional positioning, or programme development trajectories

CONTACTS AND RELATIONSHIPS

Internal to UCT	Faculties, IPD, Secretariat, OVC, Academic Departments, Student Representatives
External to UCT	CHE, Professional Bodies, other HEIs