HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

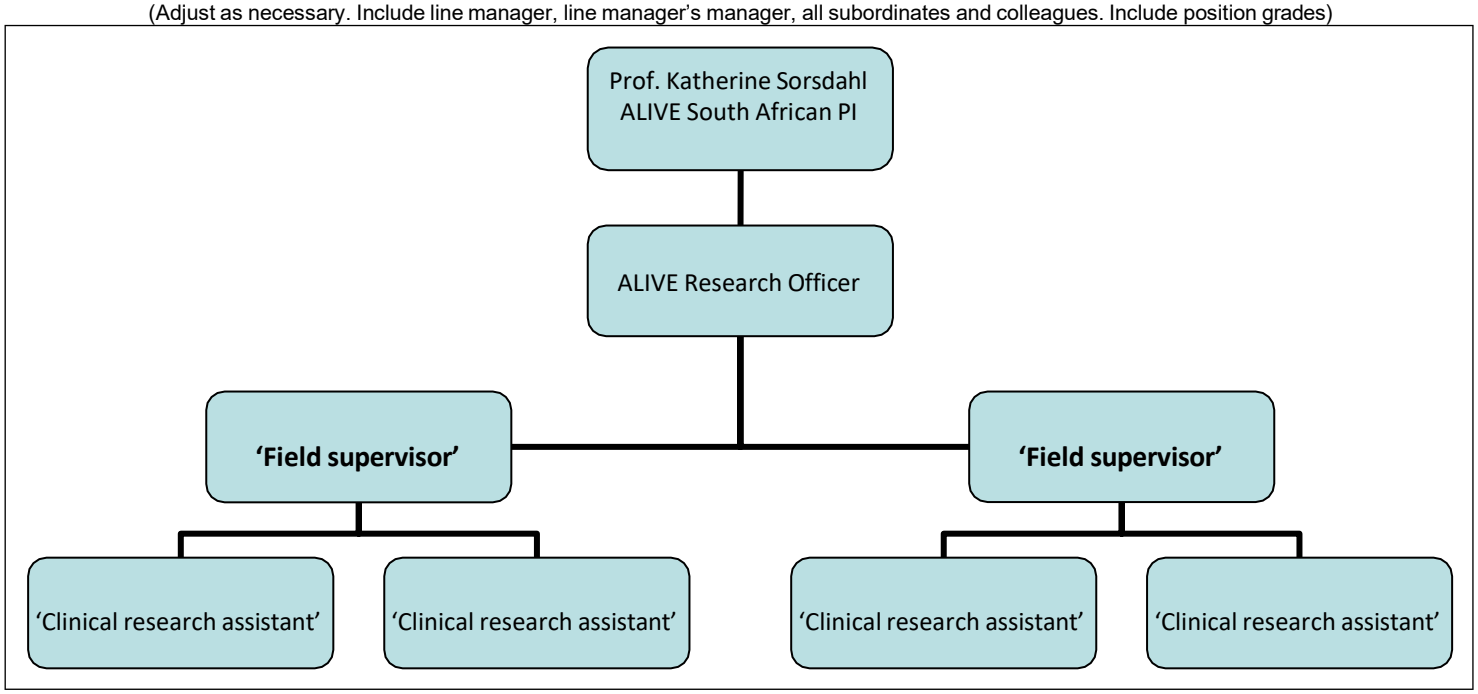
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Field supervisors (2 positions)		
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	Department of Psychiatry and Mental Health		
Division / section	Alan J Flisher Centre for Public Mental Health		
Date of compilation	30 November 2022		

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:

ALIVE (Improving Adolescent mentaL health by reducing the Impact of poVErty) is a Wellcome Trust funded study working in three low- and middle-income settings: Colombia (Bogotá), South Africa (Cape Town) and Nepal (Kathmandu). The aim of the study is to develop and pilot-test an intervention that equips adolescents with skills to escape poverty and strengthens self-regulation, thus preventing adolescent depression and anxiety in urban low- and middle-income settings. Under the lead of Professor Katherine Sorsdahl, the University of Cape Town will employ a team 6 staff members (i.e. 2 Field Supervisors, and 4 Clinical research assistants) to undertake key functions: (i) the transcultural adaptation, pilot testing, and validation study of instruments; and the (ii) baseline- and follow up measurements of a 4-arm randomised controlled trial.

The main purpose of these positions will be to manage the fieldwork logistics and processes, ensuring that recruitment of participants is performed to a high and consistent standard, and monitoring the progress and quality of the data collection. They will also support training and related research activities, including doing both qualitative and quantitative data collection (focus groups, interviews, surveys). They will manage relationships with research sites (schools and NGOs), accurate record-keeping, and provide weekly reports on fieldwork progress. This is a full-time 3-year contract, for two Field supervisor positions to lead fieldwork language teams: (1) English-isiXhosa and (2) English-Afrikaans. Field supervisors need to have an active registration status at the Health Professions Council of South Africa (HPCSA) or the South African Council for Social Service Professions (SACSSP), as they will be the first port of call to support Clinical research assistants in managing risk at the sites in real time.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	**Line management of 'Clinical research assistants' (FRs) and data collection**	25%	• Ensure FRs are fully trained regarding study procedures and protocols • Manage site allocation of FRs • Ensure FRs accurately complete all study procedures per protocol • Manage Clinical research assistants recruitment and follow-up rates • Conduct qualitative and quantitative data collection (interviews, focus group discussions, cognitive testing of tools and neuropsychological tests, surveys), using devices where relevant. • Manage FRs attendance and leave requests of FRs • Ensure that FRs timesheets are completed • Assist FRs with transport to study sites, when necessary	• FRs are aware of their daily tasks/outputs • Participant referrals are logged and reported according to project SOPs. • FRs collect data in line with expected quality standards • FRs function well and are supported to achieve the objectives of the study • Data collection is undertaken in a safe environment and as per protocol • FRs timesheets and leave documentation is up to date • Targets for various participant assessment points (follow-up assessments) are met.
2	**Management of project logistics and processes**	25%	• Liaise with Research Officer through email, telephone and direct meetings to ensure that the fieldwork is progressing per protocol • Help with procuring supplies needed for the study • Oversight of Clinical research assistants and all data collection • Manage project logistics in consultation with Research Officer	• ALIVE Team is aware of data collection progress • Data is being captured, where needed. • Documentation is accurately completed • Recruitment and follow-up targets are met • Study supplies available as required.

3	**Quality control of data collection**	20%	• Carry out spot checks by directly observing recruitment and interviews conducted by FRs • Ensure that data is being collected in line with guidelines specified by the protocol or Research Officer Check completed consent forms and questionnaires • Conduct regular review sessions with FRs to highlight observations from fieldwork and resolve problems encountered • Respond to quality issues highlighted by Project Manger	• Efficient data collection at all sites • Data collected in line with expected quality standards • Documentation stored in a safe place • Data quality issues identified by the Research Officer are resolved without delay.
4	**Administration**	20%	• Review participant records • Review all information collected by FRs for accuracy and completion • Manage data management and transfer processes from FW devices according to data management protocols. • Take charge of all data collection Devices, ensuring that they are kept in good running condition; are used only for project work and are kept in safe and secure areas when not in use • Prepare and print consent forms, information sheets, and other documentation needed for the study • Maintain an accurate record keeping system that saves all documentation relevant to the study • Compile weekly reports on fieldwork progress • Report issues and challenges related to fieldwork to Research Officer • Maintain oversight of reimbursement system • Support CPMH activities	• Participant records accurate and up-to-date • Data Capturer receives all data timeously • Data collection devices function well • Documentation available as required • Participant records stored securely at all times. • Weekly reports are completed • Records of reimbursement distribution is up-to-date.

5	**Managing relationships with research sites and supporting NGOs**	10%	• Meet with School and NGO partners as required • Keep School managers and NGO partners informed of ongoing study progress • Negotiate space for the FRs and staff involvement as required	School and NGO Managers are aware of data collection progress, support needs and requirements

MINIMUM REQUIREMENTS

Minimum qualifications	Post-graduate degree (minimum Honours) in a relevant field (e.g. psychology, public health, social science). Driver's License and own vehicle
Minimum experience (type and years)	At least 3 years of Fieldwork Management experience and supervising a team, working in public health or psychology research in low resource settings. Experience in conducting interviews and focus groups. Verbal and written fluency in English and isiXhosa (1 position) OR English and Afrikaans (1 position) The following will be advantageous: • Specific experience or interest in adolescent health, adolescent mental health, poverty or depression and anxiety • Cognitive testing of tools and neuropsychological tests • Previous experience working within a large research team • Experience of Redcap, Mobenzi or other real time digital data collection platforms
Skills	Multi-tasking, Delegation and Co-ordination of staff members, Organisational skills, Problem solving
Knowledge	Research methodology Counselling skills and experience will be an advantage.
Professional registration or license requirements	Registration with Health Professions Council of South Africa (HPCSA) or the South African Council for Social Service Professions (SACSSP)
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Flexibility, Honesty, Attention to detail

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical thinking/Problem solving	2 -3	Planning and organizing/ work management	3
Building interpersonal relationships	3 -4	Teamwork/ collaboration	2 – 3
Communication	3 – 4		
People management	3 - 4		

SCOPE OF RESPONSIBILITY

Functions responsible for	Planning, co-ordination and management of data collection within study
Amount and kind of supervision received	Moderate supervision
Amount and kind of supervision exercised	Substantial supervision
Decisions which can be made	Decisions about daily operations as per delegation log
Decisions which must be referred	Refer as per delegation log

CONTACTS AND RELATIONSHIPS

Internal to UCT	ALIVE Team members
External to UCT	Schools and NGO partners