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

NOTES

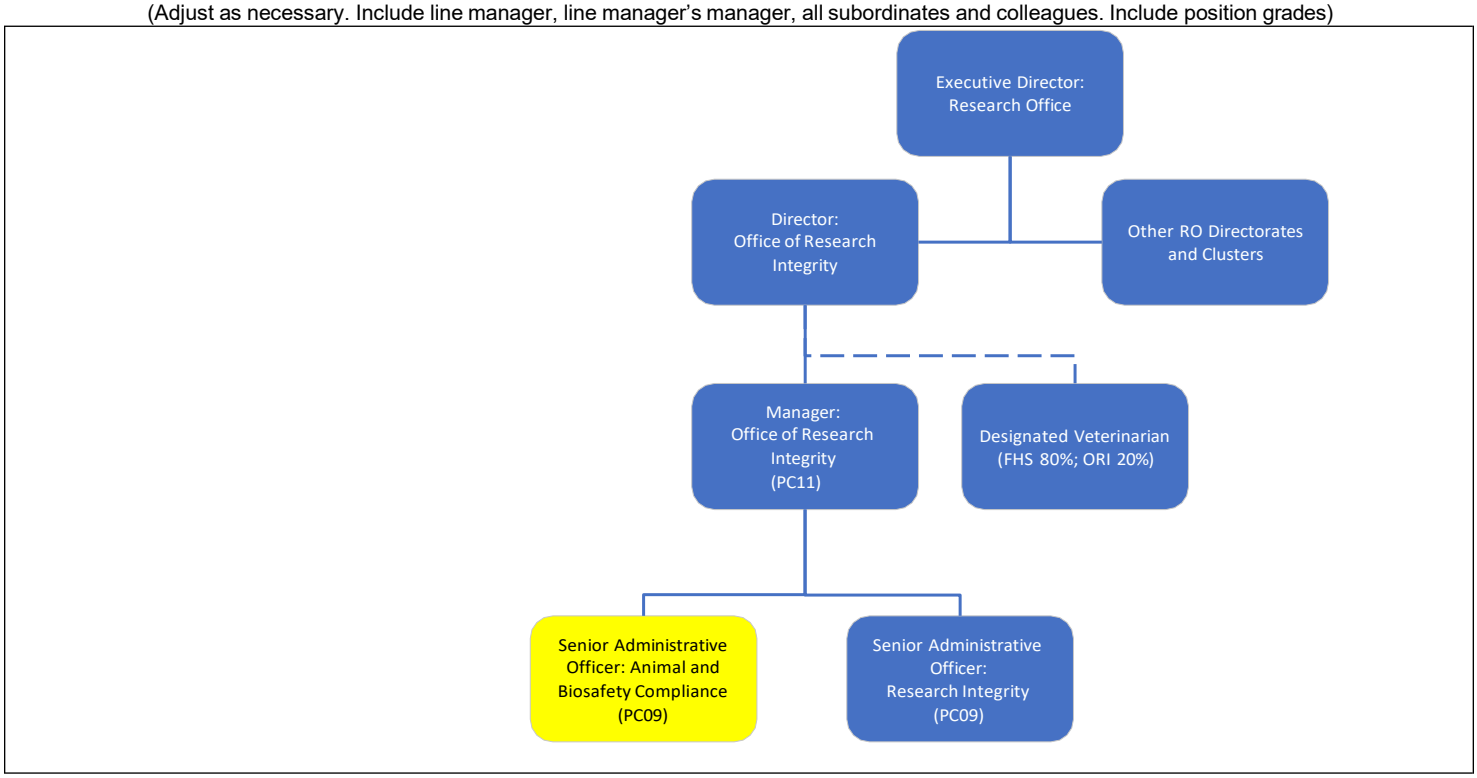
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Administrative Officer: Animal and Biosafety Compliance		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC09	Date last graded (if known)	October 2017
Academic faculty / PASS department	Research Office		
Academic department / PASS unit	Office of Research Integrity		
Division / section			
Date of compilation	24 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:

The Senior Administrative Officer for Compliance team located within the University's Office of Research Integrity will support a range of compliance functions integral to the University's portfolio of research, particularly animal research in a both a pre-approval and post-approval context. The Senior Administrative Officer will report to and work closely with the ORI team and collaborate with peers throughout the Research Office to deliver a comprehensive and efficient program of assessment measured in accordance with national laws and regulations, university policies and procedures, approvals of ethics committees, and requirements of external stakeholders including funding agencies. The successful candidate will also work with investigators and key personnel for the various faculties at the University, engaging in pro-active monitoring, quality assurance, and process-improvement, and providing support generally within the Office of Research Integrity.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1a	**Pre-approval Compliance: Animal research** SAVC	20%	• Prepare SAVC application documents in conjunction with researchers; liaise with RAF staff and AECs regarding supporting documentation for SAVC applications. • Management of applicant and approved procedures data for the SAVC authorisations project • Liaise with FHS Ethics Manager (and FHS applicants), RAF staff and, SCI representative (and applicants) regarding applicant submissions and SAVC deadlines • Communicate SAVC authorisation decisions to applicants • Assisting the RAF in the preparation of the six-monthly reports per authorized individual for SAVC submission as per the SOP outlined in the FHSs SAVC institutional accreditation. • Assist in the implementation of SOPs with RAF Director and Designated Vet for alignment of amended SAVC authorization requirements • Distribute and receive annual SAVC survey to researchers, process the results, make the necessary updates to the UCT database, and notify the SAVC of necessary amendments to the register • Payment process of SAVC annual maintenance fees • Liaise with RIC to ensure seamless communications between UCT researchers and SAVC communications • Supporting the RAF in implementing the SAVC institutional accreditation. Gain the insights in which the ORI will be incorporated within the SOP requirements	Accurate database and record of applicant submission documentation Accurate, up-to-date record of approved SAVC procedures with relevant renewal dates Timeous submission of application documentation to appropriate bodies Expeditious validation between the SAVC authorisation applications and UCT once the SOP is in effect.
1b	**Pre-approval Compliance: Animal research** DALRRD	20%	• Receive and process applications for DALRRD Section 20 Permits which include all studies that involve animals in their research; liaise with the respective Faculty-based offices as required during preparation for submission. • Maintain a database that tracks DALRRD Section 20 applications and approvals. • Communicate Section 20 outcomes to researchers. • Prepare submissions for GMO permit applications; track and monitor progress. Communicate application outcomes to researchers. • Develop GMO application tracking database • Liaise with researchers and DALRRD regarding Import Permit requirements and applications and outcomes • Develop Import Permit tracking database • Liaise with ORI manager to ensure seamless communications between UCT researchers and DALLRD communications	Accurate record of applicant submission documentation DALRRD Section 20, GMO, and Import Permits Accurate database and record of DALRRD Section 20, GMO and Import Permit applications and outcomes and permit expiry dates Timeous submission of application documentation to the ORI manager, for submission to appropriate bodies
2	**Post-approval Compliance: Animal Research**	15%	• Updating the SAEC-IV inspection forms so that they are aligned to the newest, most relevant version of SANS code • Investigate whether an MS Teams site would be suitable for all active and	MS Teams are well-maintained, updated on a quarterly basis and act as a reliable source of

			approved animal research study protocols. • Liaise with the SAEC-IV in order to facilitate the inspections and inspection processes • Processing of SAEC-IV invoices • Processing of quarterly SAEC inspection reports (both regular and incident/protocol violation reports) for all facilities (approximately 10) with respect to both animal welfare and facilities management reporting; incident reporting and follow-up (e.g., to facilities managers, P&S, AEC Chairperson, AEC office; researchers) • Prepare quarterly feedback reports, on the previous cycle of SAEC-IV inspection for tabling at forthcoming SAEC meeting. • Monitor and follow-up outstanding issues, such as incident/protocol violation responses, on a monthly basis with various stakeholders (AECs, RAF staff, researchers, SAEC-IV) by maintaining an up-to-date database of these issues. This will assist facilities to ensure that all issues are dealt with accordingly • Collate reports from SAEC-IV regarding animal facilities not housing animals (i.e., facility rather than animal welfare inspection) • Reviewing and investigating whether the SAEC-IV inspection process can be moved to a digitized platform.	information for committee members Liaising with FHS ethics office regarding the inspections Accurate and continuous maintenance of the database of incident reports High level reporting and document management that are shared with all relevant parties
3a	**Committee servicing/administrative work: Institutional Biosafety Committee (IBC).**	15%	• Assist IBC and FBCs in updating and implementing standardised ToR, various application forms, annual reporting templates and committee processes. • Supporting the IBC in developing SOPs for facility inspections and outcomes as requested. • Provide support to the FBCs regarding matters of quality assurance activities as requested. • Processing of approval letters to UCT researchers who require IBC approval for their studies • Maintain a database that tracks IBC applications and approvals. • Communicate with Institutional Biosafety Committees (IBCs) and other stakeholders regarding all aspects of compliance processes, monitoring and auditing. • Prepare announcements, communications, and memos to be sent on behalf of the IBC Chair as required. • Act as lead servicing officer for the IBC (compilation and distribution of agendas, lead in taking and drafting minutes, following-up on action items and offering other logistical support to the committee) • Assist IBC in researching pertinent topics for the committee's attention, in order to enhance their ability to make informed decisions as requested. • Manage the set-up and planning of IBC meetings and functions	Accurate and continuous maintenance of the database of registered (with IBC and DALRRD) laboratories. Vula sites that are well-maintained, updated on a quarterly basis and act as a reliable source of information for committee members Accurate and up to date database of projects taking place in registered laboratories. Accurate and up to date database of audit reports, feedback, and outcomes. A well-researched responsive document that is used for effective support for the process of forward movement for the facilities. Seamless support to FBCs from the ORI when the need arises Accurate and in-depth research information
3b	**Committee servicing/administrative work: Senate Animal Ethics Committee (SAEC)**	15%	• Assist SAEC in updating and implementing standardised ToR and annual reporting templates. • Communicate with Animal Ethics Committees (AECs) and other stakeholders regarding all aspects of compliance processes, monitoring	Vula/MSTeams sites that are well-maintained, updated on a quarterly basis and act as a reliable source of information for committee

			and auditing. • Prepare announcements, communications, and memos to be sent on behalf of the SAEC Chair as required. • Act as lead servicing officer for the SAEC (lead in taking and drafting minutes, following-up on action items and offering other logistical support to the committee) • Assist SAEC in researching pertinent topics for the committee's attention, in order to enhance their ability to make informed decisions. • Manage the set-up and planning of SAEC committees' meetings and functions	members A well-researched responsive document that is used for effective support for the process of forward movement for the facilities. Seamless support to FAECs from the ORI when the need arises Accurate and in-depth research information
4	**Additional and ad hoc ORI activities**	15%	• Act as back-up servicing officer to any committee that the ORI services when required. • Assist in set-up and planning of committees' meetings and functions when required. • Prepare announcements, communications, and memos to be sent on behalf of the ORI as required. • Preparation of the annual report to the NIH regarding allegations of research misconduct [contacting federal grant holders, obtaining information relevant to the report, compiling feedback for the ORI Manager to submit the report] • Management of ORI financial matters (submitting purchase orders and other finance documents and liaising with the relevant finance stakeholders regarding various ORI finance requirements) • Other ad hoc tasks as required	Seamless support to ORI serviced committees when the need arises Accurate and in-depth research information A well-researched responsive document that is used for effective support for the process of forward movement for the facilities when requested. Compile a high-quality document that outlines the University-wide and external stakeholders in responsible conduct of research. Accurate and sensitive handling of financial matters. Timeous submission of invoices, purchase orders and journal transfers to enable the flow of money to relevant stakeholders (such as payment of independent contractors and/or compliance fees) and recovery of fees into ORI accounts.

MINIMUM REQUIREMENTS

Minimum qualifications	NQF7 (Bachelor's degree or equivalent) in a relevant discipline (with preference given to qualifications in Ethics, Bioethics, Applied Ethics, Administrative or Management Studies or Project Management). Recognition as a research administration or management professional will be an advantage.
Minimum experience (type and years)	3 years' experience in research administration or management with emphasis in quality control/assurance and/or project management. 3 years' experience in directly servicing, supporting, and managing university committees which meet on a regular basis (either quarterly or monthly).
Skills	Committee servicing, support, and management Excellent writing and editing skills MS Office suite (including Excel, Word, Outlook, Teams - intermediate) UCT Institutional Offerings (Vula and/or Amathuba, SuccessFactors, HR and Finance processes – basic) Attention to detail
Knowledge	Understanding of the National Research Ethics environment, in the context of Higher Education institutions.
Professional registration or license requirements	None
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	This position will be privy to sensitive and confidential information. The candidate will need to ensure confidentiality is maintained in these matters.

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Professional knowledge and skill Experience with clinical monitoring or research compliance in a scientific or healthcare discipline or managing clinical trials.	2	**Analytical Thinking/Problem Solving** Resourceful, proactive, thorough, and detail-oriented, having a focused, self-starting attitude and the abilities to work both independently and as a member of the team in regard to problem solving.	2
University Awareness In depth knowledge of responsible conduct of research authorities including national legal and regulatory frameworks and internationally recognized principles, as applied in UCT research.	2	**Planning & organizing/work management** With attention to workflow and calendaring, excellent computer skills and strong competency in all Microsoft Office products, including expertise with Excel spreadsheets.	2
Teamwork/Collaboration Poised, mature and professional to work with a variety of personalities within the University, at other research institutions and with regulatory agencies.	2	**Client/Student Service and Support** Understanding of the importance of the research endeavor to the university and of the service dimensions of research administration and support.	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Day to day queries Committee servicing and logistics Administrative support to ORI collaborators in conducting inspections of the animal and biosafety units within UCT. General administrative and financial support to ORI
Amount and kind of supervision received	Regular (weekly) management and mentoring by RI Manager
Amount and kind of supervision exercised	Limited to own scope of work No line management expected
Decisions which can be made	Decisions supported by the UCT policy environment

Decisions which must be referred	High-level institutional decisions (e.g., committee policy) Decisions of a sensitive/delicate/confidential nature Proposals for amendments to processes

CONTACTS AND RELATIONSHIPS

Internal to UCT	• ORI Team • Research Office colleagues, including those in the eRA project team • Research Integrity Advisor/Officer(s) • Faculty of Health Sciences: Dean's Office, Research Diligence Unit; applicants to the SAVC and DALRRD • Faculty Ethics Committees (especially Chairs) • Personnel involved in research misconduct cases • As a centralised service office, it is important to have relationships with colleagues tasked with ethics roles in the faculties and departments, Human Resources, Finance, and the Department of Student Affairs. • Registrar's Office and the Offices of the Deputy Vice-Chancellor and Vice-Chancellor
External to UCT	• DALRRD • SAVC