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

NOTES

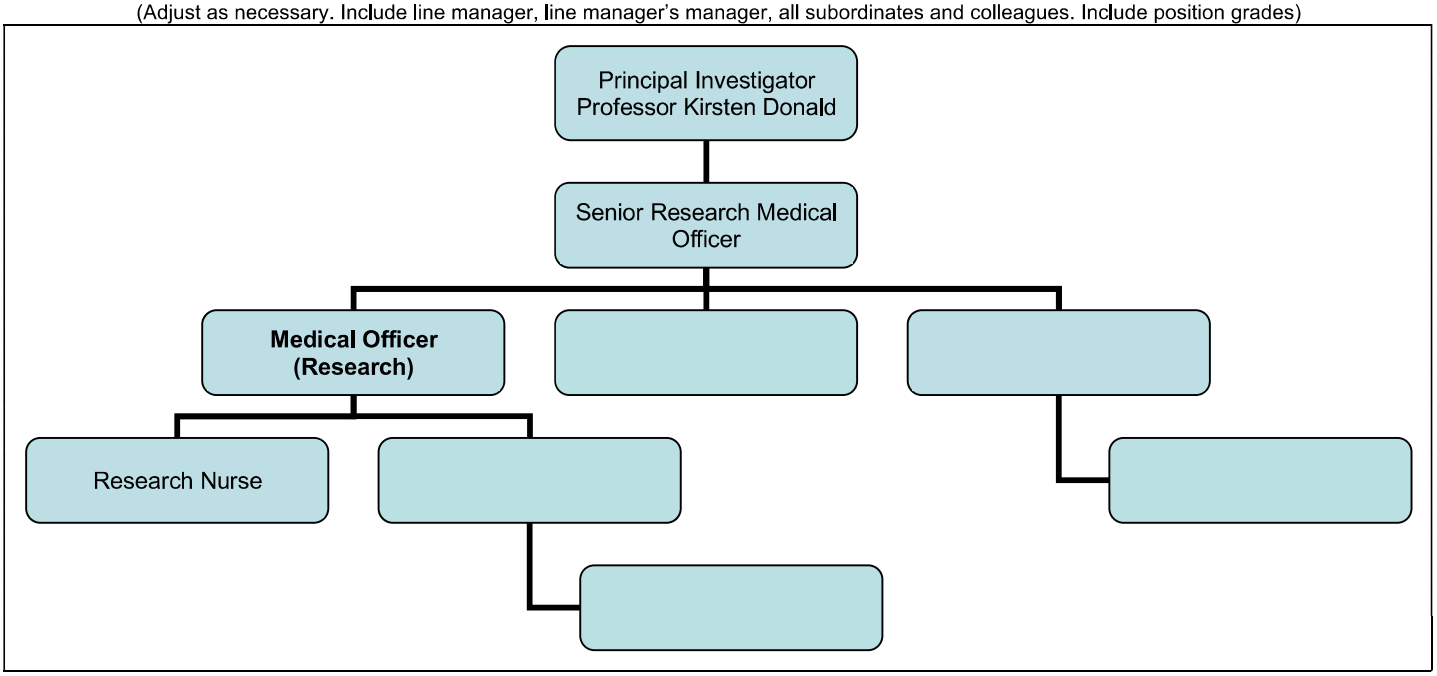
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Research Officer (Clinical)		
Job title (HR Business Partner to provide)			
Position grade (if known)	Lecturer level	Date last graded (if known)	
Academic faculty / PASS department	Academic Clinical		
Academic department / PASS unit	Paediatrics and Child Health		
Division / section	Neurodevelopment Research Group – Dev Med Admin		
Date of compilation	April 2025		

ORGANOGRAM

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



PURPOSE

The primary purpose of this position is the collection and quality control of research data, with the incumbent taking ownership of data integrity across assigned study activities. Beyond data collection, the Research Officer will play an active operational role, working alongside the Project Administrator and Data Manager to co-ordinate daily study activities, and will be expected to assist with training, supervising, and providing day-to-day leadership to junior members of the research team.

The Research Officer will work closely with the broader research group and study participants to ensure rigorous, protocol-compliant data collection in accordance with ethical guidelines. Core duties include conducting structured clinical interviews and examinations, collecting biological specimens, and administering formal cognitive, developmental, and behavioural assessments. The Research Officer will also contribute to participant engagement by presenting study information to relevant stakeholders and will be expected to contribute to academic outputs where appropriate.

As part of an integrated research group, the Research Officer may be called upon to support activities across other studies within the group when operational needs require, and flexibility in this regard is essential. This post is held within the Department of Paediatrics and Child Health, Faculty of Health Sciences, University of Cape Town. The incumbent will primarily be based between a satellite research facility in Rondebosch, Cape Town, and the Neurosciences Institute at Groote Schuur Hospital, with occasional work at other facilities such as Red Cross War Memorial Children's Hospital.

CONTENT

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	Clinical data collection and assessments	35%	• Conduct structured clinical interviews, examinations, medical histories and study assessments in line with approved protocols. • Collect required biological samples, including blood, urine, saliva and stool, and support consent/participant-facing procedures.	Protocol-compliant clinical assessments and specimen collection are completed accurately, safely and within visit windows.
2	Participant safety, clinical oversight and referrals	20%	• Provide medical oversight for enrolled participants and identify clinical concerns, adverse events or safeguarding issues. • Make and document referrals to appropriate pathways of care, escalating complex cases as required.	Participant wellbeing is prioritised; clinical concerns, referrals and escalations are documented appropriately.
3	Data quality assurance and source documentation	15%	• Review medical folders/source documents and record relevant clinical information in approved study systems. • Perform quality checks, resolve discrepancies and report missing data or protocol deviations to the study team.	Clinical data and source documentation are complete, accurate, traceable and audit-ready.
4	Study coordination and operational leadership	15%	• Work with the Project Administrator, Data Manager and wider team to coordinate day-to-day study activities and participant flow. • Provide clinical input into logistics, workflow planning and operational problem-solving across assigned study activities.	Daily clinical research activities are coordinated effectively and data collection runs reliably across assigned workflows.
5	Training, supervision and capacity development	10%	• Train and support nurses, research assistants and junior team members on clinical aspects of research activities. • Maintain familiarity with protocols/SOPs and contribute to improvements in clinical workflows and data collection processes.	Junior team members receive appropriate clinical guidance and study procedures are applied consistently.
6	Communication, reporting and academic contribution	5%	• Report to the PI and Senior Clinical Research Officer on clinical activities, complex cases, referrals and challenges. • Contribute to stakeholder presentations, study reports, manuscripts and other academic outputs where appropriate.	Study leadership and stakeholders are kept informed of progress and challenges; reports and academic outputs are supported.

MINIMUM REQUIREMENTS

Minimum qualifications	Bachelor of Medicine and Bachelor of Surgery (MBChB)
Minimum experience (type and years)	At least 2 years' experience in paediatric medicine and basic paediatric procedures such as venipuncture, urine collection etc. At least 1 year experience in clinical research and/or clinical data collection.
Skills	Excellent verbal and written fluency in English Verbal fluency in isiXhosa or Afrikaans Strong attention to detail and ability to work independently and collaboratively within a team Demonstrated commitment to ethical conduct, patient safety and maintaining confidentiality Solution driven with strong ability to problem solve Ability to multitask and prioritize tasks effectively in a fast paced environment. Ability to travel internationally for research-related meetings if required Competency in REDCap, Google sheets and Microsoft office suite. Knowledge of referral pathways and packages of care offered at different levels of care in the Western Cape
Knowledge	Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse participants. Competency in REDCap, Google sheets and Microsoft office suite. Knowledge of referral pathways and packages of care offered at different levels of care in the Western Cape
Professional registration or license requirements	Current registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Nil

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Analytical thinking / Problem solving	2	Quality commitment / work standards	2
Building interpersonal relationships	2	Teamwork / collaboration	2
Communication	2	Resource management	2
Planning and organizing / work management	2	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Collecting data for clinical research. Providing medical supervision of clinical research activities. Ensure accuracy and completeness of medical data.
Amount and kind of supervision received	Supervised by Senior Research Officer and Principal Investigator
Amount and kind of supervision exercised	Day-to-day clinical/medical needs of data collection
Decisions which can be made	Patient referrals to appropriate pathways of care Inclusion or exclusion of research participants based on SOPs
Decisions which must be referred	Changes to research logistics, protocol or standard procedures Identified challenges or obstacles faced Complex and challenging cases encountered

CONTACTS AND RELATIONSHIPS

Internal to UCT	Neurodevelopment Research Group Team
External to UCT	Research Participants

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor	Emma Eastman	E. Eastman		1 May 2026
Area Line Manager	Prof Kirsty Donald			1 May 2026
HOD	A/Prof Heloise Buys, Acting HOD		021 658 5169	18 May 2026