

Format Changed: April 2021

## JOB ANALYSIS - JOB DESCRIPTION

1. **JOB TITLE:** Academic HOD
2. **MAIN PURPOSE OF THE JOB:**

To apply functional management principles in order to lead the team within the department to achieve the required results arising out of the Cape Peninsula University of Technology Strategic Plan and the faculty strategic objectives, thereby achieving the objectives of the department and individual objectives.

1. **FUCULTY/DEPARTMENT: As applicable**
2. **NO. OF INCUMBENTS**:
3. **POSITION IN THE ORGANISATION:**



1. **REQUIRED MINIMUM EDUCATION/QUALIFICATION**

**SCHOOL:** Matric **POST SCHOOL:** PhD in related field

**LEGAL QUALIFICATION:** None **LANGUAGE:**  Institutional language policy shall apply

1. **REQUIRED MINIMUM EXPERIENCE:**

5 years’ experience with 3 years at the Senior Lecturer level involving managerial responsibility and with a track record in academic leadership and research output.

1. **MOST IMPORTANT CONTACTS:**

|  |  |
| --- | --- |
| WITHIN THE ORGANISATION | OUTSIDE THE ORGANISATION |
| Dean, lecturing staff, faculty support staff, and Directors/HODs of other departments, students  | Business community, Co-operative Education, Liaise with academics of other tertiary institutions and Schools for marketing of courses, and other professional bodies. |

1. **APPROVAL OF DESCRIPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NAME  | SIGNATURE | DATE | **DATE APPROVED**  | **DATE REVIEWED**  |
| **1STLevel supervisor**  |  |  |  |  | April 2021 |
| **2ndLevel Supervisor**  |  |  |  |  |  |

| **10. Description of Key Performance areas:**  |
| --- |
| **No** | **Key Performance Area** | Input  | Output | Competencies |
| **10.1** | **Academic management**  | * Collaborates in respect of providing input for faculty strategic objectives and departmental strategic objectives.
* Manages the resources of the department in such a manner that the strategic objectives of the faculty as well as of the department would be achieved.
* Determines the objectives by means of surveys and analysis of the external and internal environment as well as the setting of resources.
* Determines an overall strategy by means of the different courses offered in terms of the contribution of each to the realisation of the faculty and departmental objectives.
* Ensures by means of strategy implementation continued growth of the department and sustainability
* Appropriate enrolment of students for courses offered.
* Ensure implementation of faculty strategic objectives.
* Implement all the faculty management’s decisions.
* Use discretion to delegate certain functions to ensure effective and efficient running of the department while still being accountable.
* Serve as a member faculty management committee, on which accounts of activities for the department would be presented.
 | * Faculty strategic objectives
* Departmental strategic objectives
* Department resource reports
* SWOT analysis report
* Department strategy evaluation report
* Student enrolment statistical report
* Implementation report
 | * Adaptability
* Aligning performance
* Building a successful team
* Building partnerships
* Building trust
* Client/learner focus
* Coaching
* Communication
* Continuous improvement
* Delegating responsibility
* Developing others
* Facilitating change
* Leading through vision and values
* Good interpersonal skills
* Managing conflict
* Academic leadership
* Strategic decision making
* Technical/professional knowledge.
 |
| **10.2** | **Administration** | * Conduct analysis of the utilisation of resources such as human, financial, physical, and information within the department and report to the Dean on regular basis.
* Ensure effective administrative functioning of all Sections of the department.
* Provide the Dean with information on, student numbers, projections, space requirements, equipment, Human resources requirements and Composition of and changes in teaching programmes.
* Compile and keep class and lectures’ timetables, as well as schedules for the utilisation of rooms, auditoriums and laboratories.
* Making available academic staff members for examination invigilation and control.
* Manage the correctness of test and examination results are correct.
 | * Resource analysis reports
* Administrative policy and procedures
* Student information reports
* Lectures timetables
 |
| **10.3** | **Budget and Financial Management**  | * Drafting realistic capital and current budgets in terms of the objectives of the Department and seeing to it that the department adheres to the appropriate budget.
* Ensuring that staff apply cost-effective approach in carrying out their functions.
* On regular basis conduct analysis of the expenditure against the budget.
* In conjunction with the Dean control over budget for the department.
 | * Department budget
* Expenditure analysis reports
 |
| **10.4** | **Human Resources Management**  | * Leads and directs staff in conjunction with the faculty management.
* Should be intensely interested in the career development of all staff in the department.
* Ensure that all tasks with the department are allocated fairly to all staff members.
* Take responsibility for staffing for the department.
* And ensure that head count stays within the approved budgets.
* Take part in the Recruitment and Selection process to vacant positions for the department.
* Plan and organise the orientation for new appointees.
* Submits to the Dean motivations for approval or of permanent appointments, or the extension of any probationary period of staff members.
* Manage quality of the department according to the Quality Assurance Policy for the faculty.
* Manage performance of staff members according to the approved performance management system.
* Manage application for leave, including request for travelling and research abroad and submission of these with recommendation to the Dean.
* Submit recommendations to the Dean the appointment of part-time lecturers.
* Appointment of examiners as well as internal and external moderators in consultation with the Dean.
* Fair allocation of administrative functions among staff.
 | * Hr Plan
* Staff career plans
* Staff work load reports
* Staff headcount
* Placements of staff
* Staff induction plans
* Staff job descriptions
* Staff performance agreements
* Compliance to policy and procedures
 |
| **10.5** | **Community Engagement & Industry Partnership** | * Through relevant forums contribute to the strategic planning
* Implement the CPUT Co-operative Education and Work Integrated Learning Programmes Policy.
* Liaise with the Community Engagement Department to establish collaborative effective planning and co-ordination of co-operative education & WIL Programmes.
* Manage the operational link between the Department and the centre for CE & WIL by facilitating the flow of information.
* Determine workload of staff involved in WIL Progrmmes.
* Ensure structural and adequate resource support is made available for WIL Programmes
* Manage and coordinate the evaluation of WIL programmes and Co-operative Education
* Ensure that coordination of activities that relate to service-learning, cooperative education, community outreach and volunteerism is carried out according to the approved programme framework.
* Manage all related administrative requirements to ensure compliance.
* Attend forums and any other management meeting where WIL and Co-op matters discussed.
* Manage the provision of reports on department’s activities that are relate to service-learning, cooperative education, community outreach and volunteerism
* Provide leadership and support to ensure that WIL & Coop objectives are met.
* Manage the integration of learning experiences into academic programmes.
* Maintain advisory committees consisting of experts from the department, Co-operative education Department and from the industry.
 | * Effective management of WIL & Co-op programmes
* Policy compliance
* Co-operative Education plans
* Student placement reports
* Industry visits
* Placement evaluation reports
 |
| **10.6** | **Personal/Professional Development** | * Attend conference, seminars, and workshops for self-development.
* Conduct research and surveys on regular basis in order to keep abreast with the development within own field.
 | * Conference papers
* Conference/seminars/workshop reports
 |
| **10.7** | **Policy Development/Implementation** | * Determine areas which require policy development
* Manage policy development process for the faculty
* Ensure that policies are implemented and adhered to.
* Evaluate policy effectives.
 | * Policy documents
* Policy evaluation reports
* Policy compliance
 |
| **10.9** | **Project management** | * Initiate projects for the faculty.
* Manage faculty projects when nominated to
* Contribute to faculty projects.
 | * Projects
* Projects reports
 |
| **10.10** | **Research** | * See to it that the CPUT research Policy is carried out and encourage staff and students to undertake research projects.
* Facilitate research by staff in accordance with the faculty objectives and research targets.
* Ensure that proper research guidance is given to staff and students of the department.
* Regularly analyse research output and make necessary adjustments.
* Ensure that research tasks are fairly allocated to staff members within the department.
* Liaise with the Research Development Department to form collaboration in respect of research opportunities.
 | * Research proposals
* Research publications
* Feedback
 |
| **10.11** | **Safety management** | * Ensure that health & safety and safety rules and procedures are adhered to.
* Liaise with health and safety department on matters relating to health and safety.
 | * Compliance
* Feedback
 |
| **10.12** | **Academic Instruction** | * Take responsibility for implementation of faculty instruction policy.
* To be in line with the faculty strategic objectives develop new courses and upgrade existing courses under his or he supervision.
* Ensure that selection of students is according to set criteria.
* Take responsibility for information management relating to course of the department.
* Manage the allocation of subjects and class groups.
* Manage all day and evening classes according to the departmental plan.
* Ensure control of all forms of student evaluations
* Monitor on regular basis students’ progress and do analysis of tests, examination results in order to identify problem areas and take corrective steps.
 | * New courses upgrades reports
* Compliance
* Students evaluation reports
* Strategy to address problem areas
 |