

NOTES

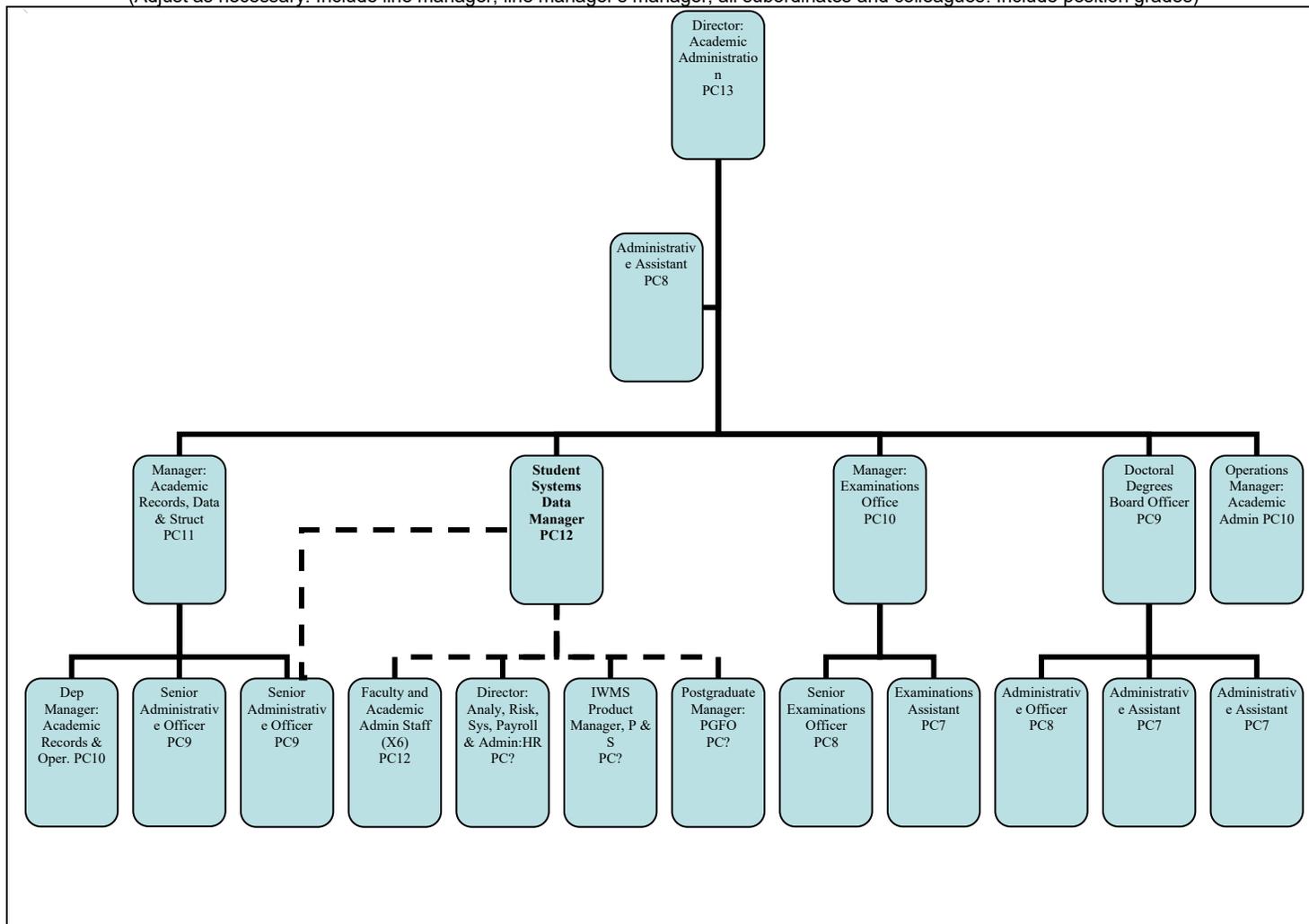
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Student Systems Data Manager		
Job title (HR Business Partner to provide)			
Position grade (if known)	12	Date last graded (if known)	
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Office of the Registrar		
Division / section	Academic Administration		
Date of compilation	21 February 2025		

ORGANOGRAM

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



PURPOSE

The purpose of this position is to manage student data element structure, integrity and controls - with particular regard to the University's statutory obligations;
 to ensure HEMIS system development and provide specialist institutional support for the production and audit of student statutory reporting;
 to build and maintain industry partnerships that achieve the above

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Manage data	30%	<p>Manage student and master data element structure with particular emphasis, but not limited to, the development of the University's statutory obligations.</p> <p>Recommend and ensure strategic data structure developments based on internal as well as external imperatives.</p> <p>Investigate and probe for data deviation and student record anomalies.</p> <p>Identify and implement controls for data accuracy and integrity.</p>	<p>Accurate HEMIS student submissions from UCT which are used for subsidy purposes submitted to Department of Higher Education and Training</p> <p>DoHET timelines are met</p> <p>A review of shared, overlapping or related coding / data structures in student-related systems is generated whenever software upgrades are applied.</p> <p>Student and Master data is</p> <ul style="list-style-type: none"> • created or maintained by authorised users during each cycle • applied with appropriate validity dates <p>Reports highlighting data anomalies are produced and disseminated to relevant parties.</p> <p>Collaboration with ICTS to ensure statutory database access, backup and security.</p> <p>Academic Administration is supplied with audits of developing trends of data deviation.</p>
2	Oversee system development	15%	<p>Monitor notifications for any changing statutory requirements that require system changes.</p> <p>Analyse and interpret requirements for development.</p> <p>Design and configure the system to optimise accurate financial subsidisation.</p> <p>Maintain an awareness of the technical capabilities and opportunities of the system of record.</p> <p>Research and evaluate alternate solutions employed by other institutions.</p> <p>Initiate development projects and manage development team.</p> <p>Ensure development conforms to Information and Communication Technology Services (ICTS) standards and complies with DHET requirements and standards.</p>	<p>All DHET required data is held in or derived from student administrative systems.</p> <p>Negotiate internal (or secure the services of external development staff) timeously.</p> <p>Prepare analysis specifications for development that are triggered by</p> <ul style="list-style-type: none"> • annual change notifications published by DHET • system changes resulting from software upgrades <p>System development is executed according to the implementation deadlines.</p> <p>The solutions employed by the development team are documented.</p>

			Direct and oversee the associated system development.	<p>Test packs and training documents are produced.</p> <p>The DHET statutory database (VALPAC) is upgraded whenever a new version is released.</p>
3	Communicate, support and advise	20%	<p>Provide specialist support at a higher tactical level to the key organisational units within the University as well as to other institutions when requested.</p> <p>Provide updates and reports to relevant committees and management.</p> <p>Manage, encourage and conduct scheduled and ad-hoc Institutional level training for all staff including Executive Management, Deans, Deputy Deans, HODs, Faculty Managers and Administrators, as well as various other sections including HR, Finance and IPD.</p> <p>Dotted line management of the Senior Administrative Officer in SRO who assists with HEMIS work and the back up on Valpac.</p> <p>Advise on the development of training material for Student Systems End User support.</p> <p>Deputise for the Director: Academic Administration when required.</p>	<p>Unambiguous clarifications of academic rules and structures are produced for training sessions.</p> <p>Faculty, Records and other offices are informed of their role in maintaining an integrated and accurate student record.</p> <p>Requirements, timing and dependencies are articulated in appropriate forums (e.g. the Faculties Academic Administration Committee (FAAC)).</p> <p>Attendance and contribution towards the Records User Group (RUG), the University Computing Coordinating Committee (UCCC) and the Student Systems Technical Committee (StuTech) for broader business and technical understanding.</p> <p>Liaise regularly with the Registrar and Director: Academic Administration to review relevant business process practice.</p> <p>Suggestions to modify business practice are proposed where necessary.</p>
4	Ensure audited statutory returns	25%	<p>Direct and manage the Higher Education Management Information System (HEMIS) student data audit and reporting processes.</p> <p>Lead audit engagement (external) and develop all timelines for the audit process from initial engagement with external auditor to the final sign off meeting with audit firm and subsequent submission to DoHET.</p> <p>Compose responses to fatal Valpac validation errors. Negotiate permission with DHET that these validation errors may be included in the final HEMIS submission.</p> <p>Direct and manage Academic Administration staff in the production of statutory returns.</p> <p>Alert business owners to inconsistent or inaccurate aspects of their data highlighted by auditor findings.</p>	<p>HEMIS and Post-Doctoral Research Fellow (PDRF) submissions are produced according to the year's gazetted timetable.</p> <p>Ad-hoc government and parliamentary requests are responded to in the requested turnaround times.</p> <p>System queries in response to HEMIS audit requests are devised.</p>

			Support the parallel Staff and Space HEMIS returns.	
5	Develop education sector interaction	10%	<p>Maintain the University's acknowledged reputation and understanding of the HEMIS universe.</p> <p>Foster lines of communication with the national Department of Higher Education and Training (DHET)</p> <p>Foster lines of communication with DHET's system development partner.</p> <p>Provide feedback and testing of HEMIS Valpac software to DHET and DHET's software development partner.</p> <p>Promote a reciprocal interchange of ideas and solutions with local and international institutions and suppliers.</p>	<p>Attend and contribute at annual institutional conferences where DHET and Higher Education are represented (e.g. the Southern African Association for Institutional Research (SAAIR)).</p> <p>Act as a willing test resource for the VALPAC software developed on behalf of DHET.</p> <p>Interpretation of DHET statutory rules and acquired topics of expertise are presented to other institutions when requested.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Relevant NQF 8 qualification – preferably information systems, business/systems analysis 			
Minimum experience (type and years)	<ul style="list-style-type: none"> Student administration processes: 5 years Database/data structure experience: 3 years HEMIS student data submissions: 5 years Staff management: 3 years 			
Skills	<ul style="list-style-type: none"> Excellent overall computer literacy Skilled in use of structured analysis methodologies. Sound understanding of data structure and database concepts Competence in SQL based database tools Ability to articulate concepts about data structures, relationships and integrity to a range of staff, including end users, managers and technical staff 			
Knowledge	<ul style="list-style-type: none"> Understanding of major data and entity relationships within administrative systems Understanding of the functional coverage of student administrative systems, including PeopleSoft Campus Solutions, Business Objects, Valpac A thorough understanding of the processes and major aspects of a university student record structure 			
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'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Information management	3
	Technical / Professional knowledge & skill	3	Conceptual thinking	3
	Communication	3	Continuous learning	3
	University awareness	3	Creativity & Innovation	3
	Building partnerships	3		

SCOPE OF RESPONSIBILITY

Functions responsible for	Manage data for the HEMIS student system, direct system development, communicate, support and advise, QA data for audit, and make audited statutory returns, develop education sector interaction
Amount and kind of supervision received	Expected to operate independently.
Amount and kind of supervision exercised	Dotted-line management of Senior Administrative Officer, as well as supervision for HEMIS and student data of Faculty and administrative staff, Director: Analytics, Risk, Systems, Payroll & Admin: HR, IWMS Product Manager: P & S, Postgraduate Manager: PGFO. QA of student and PDoc data, and making recommendations to mitigate risk to HR and P&S based DHET feedback.
Decisions which can be made	All decisions on business processes as it relates to DHET statutory reporting requirements. All executive management responses to DHET and external audit firm for sign-off by the Registrar on behalf of Council. All decisions on systems development requirements for HEMIS.
Decisions which must be referred	

CONTACTS AND RELATIONSHIPS

Internal to UCT	Registrar, Director: Academic Administration, Manager: Academic Records, Data & Structure, Faculty and Deans Offices, ICTS, Student Systems Support, Systems Division, Institutional Planning Department, Registrar's Secretariat, Student Financial Aid, Human Resources, Finance, Postgraduate Funding Office
External to UCT	DHET, SAQA, Government and external software contractors, Directors of Institutional Planning/HEMIS departments at other HEI's, Audit firm partners and managers.