



NOTES

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

POSITION DETAILS

Position title	Curation and Publishing Manager
Job title (HR Practitioner to provide)	Project Manager
Job grade (if known)	PC11
Academic faculty / PASS department	CHED
Academic department / PASS unit	CILT
Division / section	Academic Staff Development cluster
Date of compilation	21 June 2022

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to project manage CILT's open education initiatives such as Digital Open Textbooks for Development (DOT4D) at UCT, including research design, scoping of case studies, publishing support, and logistical aspects associated with impact events. Open education has a crucial role in strategic initiatives like curriculum change. The Curation and Publishing Manager will take responsibility for the curation and dissemination of all project-related outputs, including data publication and articulation of a data management plan. The implementation aspect of this role will include providing strategic technical, legal and content development direction and support relating to open textbook publishing. The role includes investigating future digital applications for open textbooks to include AI.

This position will also support the work of the UNESCO chair in Open Education and Social Justice and will play a central role in the scoping and implementation of Open education projects, including communications strategy, and advocacy work. This person will take responsibility for the overall management of open education initiatives and participate in continued scoping of other open education initiatives, as well as funder liaison and reporting.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Publishing management	25%	• Conceptualise and undertake publishing processes for all Open Education (OE) outputs, including editorial development of open textbooks as part of DOT4D (functioning as the Publishing Editor on all internally published outputs). • Conceptualise and undertake curatorial processes for all OE related outputs, including identification of suitable content hosting platforms, establishing content collections on content hosting platforms and generating metadata. • Undertake data management planning and a data publishing initiative for all data generated (where legally and ethically possible). • Manage licensing of all outputs, including published data. • Provide developmental editing processes to support the initiatives researcher(s). • Provide support to UCT academics conceptualising and undertaking proposal development for open education initiatives. • Engage with institutional funding streams to channel resources into open publishing initiatives. • Provide support to UCT academics and students requiring assistance with aspects of open textbook production (authorship, quality assurance and publishing). • Liaise with UCT Libraries in ongoing co-publishing collaboration.	• Articulated publishing and curation strategy. • Publicly available collection of well-described and openly licensed outputs that can contribute to further empirical work and be utilised in advocacy activity. • Published collection of open datasets. • Research capacity development for initiative researcher(s) in the form of developmental editing support when authoring project outputs. • UCT academics interested in open textbook production have a tangible point of support for thinking through the various aspects of the production process and developing a proposal capturing a thought-through publishing plan. • UCT academics and students undertaking open educational resource development are supported in authorship, quality assurance and publishing processes. • All internally produced/published outputs are professionally managed and presented. • Capacity is provided at the departmental level for engaging with a strategic approach to publishing and knowledge management.

2	Open education implementation management	25%	• Provide strategic technical, legal and content development advice relating to open textbook and other educational resources publishing to authors and other stakeholders at UCT. • Undertake capacity-building activities to share knowledge on appropriate tools, technologies and strategic approaches for open education resource publishing, both within UCT and beyond. • Undertake community-building activities, including workshops, webinars and presentations, amongst open educators to promote information sharing and sense of community at UCT and beyond. • Monitor international advances in open education business models and technical tools employed in open publishing. • Work with the line manager to leverage lessons learned in research processes and open education advocacy activity.	• High-level publishing expertise and input provided to academics, university administrators and other stakeholders engaging in open education resource publishing. • Shared expertise and awareness of new tools and technologies related to open education resource publishing. • Growing local community of practice interested in and sharing lessons learned related to open education.
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3	Project management	20%	• Take primary responsibility (in collaboration with the line manager and her role as the UNESCO chair) for day-to-day administration of open education and DOT4D activity. • Take primary responsibility (in collaboration with the CILT Departmental Manager) for project financial management. • Play a key role in scoping new positions and recruiting new staff in line with institutional HR requirements. • Work with the requisite institutional partners to generate any contracts or other institutional agreements required in the course of project activity. • Function as primary project minute-taker and documentation author, generating written records of project work processes, schedules and stakeholder agreements. • Plan and coordinate impact events, taking primary responsibility for the planning and coordination of all in-person and virtual advocacy and capacity-building events.. • Act as coordinator in external collaboration focused on funder engagement and proposal development for future open research and implementation activity. • Explore and articulate potential business models for alternative funding sources and sustainability. • Committee member and programme support for TLC • Co-ordination and final edit of CILT annual report	• Efficient, tightly run project with clear, articulated financial and management systems. • Administrative assistant providing support and additional quality assurance/verification layer in financial management and reporting. • New staff brought on board in line with departmental and institutional protocols. • Institutional project management undertaken in line with formal protocols and requirements. • Existence of an operational channel and network for sourcing specialist legal expertise, when required. • Extensive, clear project documentation and schedules curated in secure, shareable archive sites (access regulated to key parties). • Efficient, well organised events building the community of practice at UCT and beyond.
4	Communications	15%	• Continue to grow and develop DOT4D and open education communications strategy (in consultation with line manager, Researcher and CILT Communications Officer). • Maintain DOT4D and open education website. • Provide input on ongoing development of and backend curation relating to the CILT website. • Maintain social media channels. • Promote open education outputs and track usage data. • Support the line manager in advocacy activity, communicating various aspects of open education at UCT to the broader open education community. Raise awareness of all open education advocacy events.	• International online web and social media presence profiling activity. • Functional website operating with frequently updated content. • CILT website continues to evolve with professional approach to backend curation and content organisation. • Series of blogs and news items highlighting advances made in open education at UCT and issues examined. • Dynamic approach to sharing emerging findings, research processes and advocacy activity with UCT and global community.

5	Research design and implementation	15%	• Take responsibility for scheduling of research activities, data analysis and outputs production. • Participate in the research design process, including ethics clearance and the process of bringing research participants on board. • Function as a key contributor in conceptualising and co-authoring DOT4D and open education outputs. • Provide capacity development support to the DOT4D and open education initiative Researcher. • Take responsibility for professional project curation and data management in line with institutional protocols and international best practice.	• Clear documentation and schedules governing research processes and overall timeframes to completion. • Research process is led by a clearly formulated research strategy, for which ethics clearance is timeously obtained and participants broad on board in a collaborative ethos. • Initiative researcher feels supported and grows skills base and confidence in the research process. • Line manager and Researcher supported in management of research process, particularly as relates to synthesis and writing work. • All outputs and working documents professionally curated in line with UCT protocols and international best practice.
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MINIMUM REQUIREMENTS

Minimum qualifications	Postgraduate qualification (NQF8)
Minimum experience (type and years)	Undertaken project management work, including budgeting and managing contract staff (3-5 years) Experience in academic or scholarly publishing, particularly as relates to “open” publishing processes (2 years) Engaged with open educational resources, open access, open data and/ open science processes and activities Provided editorial management and editorial services (2 years) Academic writing (2 years)

COMPETENCIES

Competence	Level	Competence	Level
Strategic leadership	4	Conceptual thinking	4
Teamwork/Collaboration	4	Adaptability / flexibility	3
Planning and Organizing / Work Management	4	Written communication	4
People management	4	Professional knowledge and skill	4