

**Analyst – Database Administrator
HRIS**

Position: Full-Time (37.5 hours per week)
Grade 6 salary range : \$46,583 – 54,804

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city. CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

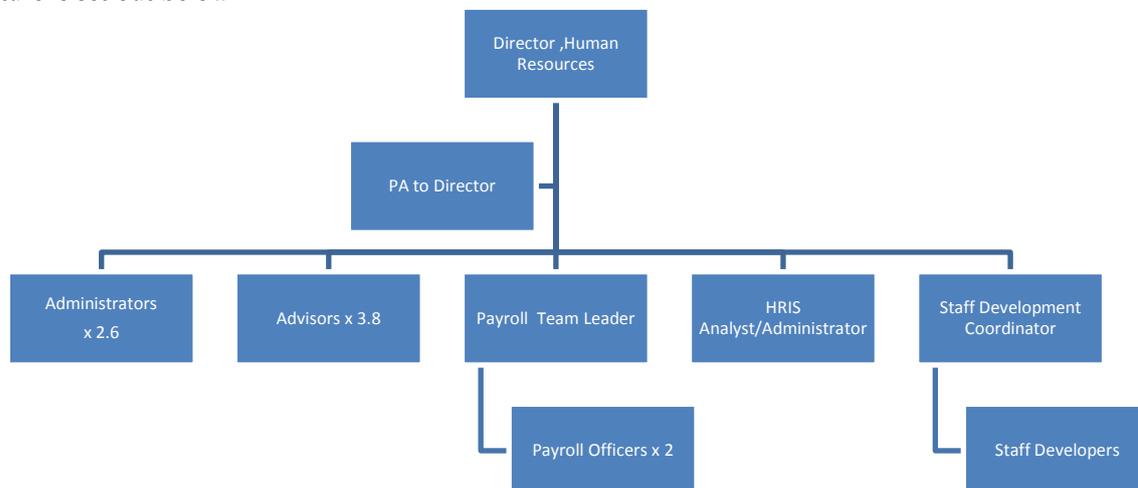
Over 1400 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients. The HR Division comprises fifteen people who provide HR services in advisory, administration, HRIS analysis, payroll delivery and staff development. The mission of our Division is to reflect best practice human resource management at CPIT.

NATURE AND SCOPE

Human Resources is a strong and effective division at CPIT. The division expects to contribute to the overall performance of CPIT through the development and implementation across the organisation of Human Resource strategies and practices that attract, retain, motivate and develop people with the skills and attitudes that match the organisation’s desired culture, values and aspirations. The HRIS is a critical component in providing the information necessary to identify and support change.

ORGANISATION STRUCTURE

The Director, Human Resources has the responsibility for leading and managing the advisory, HRIS and Payroll services and the administration related to these functions within the Division. The HR Division structure is set out below:



PURPOSE OF THE JOB

Within the parameters specified by the Director - Human Resources the incumbent will have responsibility for:

- a) Being the Master user of the HRIS
- b) Having a knowledge of the scope and capabilities of the application
- c) The set up and maintenance of system integrity, user security
- d) Development of the electronic HRIS to reflect best practice focussing on the implementation of patches and new versions, the evaluation of current utilisation and implementation of enhancements including CPIT representative on these matters
- e) The alignment of business needs with the application functionality
- f) Extraction, manipulation and analysis of information
- g) Development and implementation of new reporting functionality
- h) Working with other system experts ensuring the appropriate integration of HRIS information with other systems to enhance the understanding of issues and opportunities available to the Institute.
- i) Contact point for users and the DBA with regard to support issues, system and ad hoc reporting, application process coordination and version control.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial:	As delegated
Human Resources:	As delegated
Other:	Sole responsibility for the input and maintenance of positions in the database and as delegated relating to the operation of the HRIS

PROFESSIONAL PROFILE

<i>Essential</i>	<i>Preferred</i>
<p>Education/Qualifications:</p> <ul style="list-style-type: none"> • NCEA level 3 in 4 subjects (or equivalent) • Specialist training in an HRIS 	<ul style="list-style-type: none"> • Tertiary qualification in ICT
<p>Skills, Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least five years in database application administration including development and delivery • Demonstrated understanding of relational databases • Highly numerate • Demonstrated understanding of budget processes • Demonstrated understanding of the integration of systems • High level of computer literacy particularly knowledge and skills using databases, spreadsheets, reporting tools and Microsoft Office products • Experience in using SQL for interrogating databases • Able to manage multiple demands prioritising appropriately • Significant experience with data manipulation and report production • A proven ability to plan, undertake and finish activities to achieve high quality results • Experience providing support to a range of people including senior managers • Significant experience working in a complex environment • Able to initiate and negotiate resolution of issues in sphere of expertise 	<ul style="list-style-type: none"> • Experience in database administration and analysis in a large (500+ staff) organisation • Experience in operating relational databases • Experience in using Alesco software • Experience in using Groupwise • Experienced in change management and the successful implementation of transition processes • Experienced project leader

<ul style="list-style-type: none"> • Sound process management skills • Excellent understanding of the linkages between the HRIS and other human resource functions • Experienced at building and maintaining positive customer relationships at all levels • Ability to work with other experts to achieve organisational goals • Able to adopt and positively represent the organisation's perspective • Ability to develop and implement new ideas • Demonstrated ability to make connections between issues and across processes and systems enabling issues to be pre-empted • A competent oral and written communicator and excellent listener • Excellent organisation skills, and a commitment to maximising the effective use of CPIT resources 	
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Extremely logically minded and process oriented • Strategic as well as operational thinker • Extremely accurate with strong attention to detail • Enjoys investigating and resolving issues • A completer/finisher • Troubleshoots • Committed to customer service • Discreet and able to maintain confidentiality • Solutions focussed • Goal oriented • Patience, perseverance, energy and enthusiasm • Enjoys repetitive work • Effective time management including meeting deadlines • Thrives under pressure • A team player committed to working cooperatively and making the division and CPIT successful • Follows procedures • Able to learn quickly and thoroughly • Listens to & accepts constructive feedback • An ability to move between tasks quickly on an as needed basis • Proactive • Stamina and a sense of humour 	

RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> • Team Leader - Payroll • Payroll Officers • HR Advisors • HR Administrators • Information Systems Team • Finance staff • Managers 	<p>External</p> <ul style="list-style-type: none"> • HRIS Provider

KEY TASKS	SCOPE
<p>1. Electronic HRIS</p>	<ul style="list-style-type: none"> • Superuser status responsible for the maintenance and development of the HRIS in accordance with provider manual and HR Director's requirements • Responsible for all aspects of the set up of the HRIS and its upgrading and maintenance • Maintain and develop the reporting functionality of the HRIS • Assist HR management and staff with conceptually and materially realising the potential of the HRIS • Make suggestions and recommendations for improvements and development of the HRIS • Represent CPIT's HRIS issues to our external support providers and manage those relationships • Manage the integration of the HRIS with other CPIT databases, to enable efficient and effective flow of information • Provide reports in the depth and format required • Lead/assist with other information projects, as required • Provide Divisional training on the HRIS database. • Identify management and staff needs in relation to KIOSK development and operation including the establishment of electronic links to other information.
<p>2. Administrative HRIS</p>	<ul style="list-style-type: none"> • Implement processes to provide the assurances necessary of work being on track and to the standards required • Primary contact with the HRIS provider. • Primary responsibility for data constructs in the HRIS • Work closely with the Team Leader Payroll to ensure that all patches, minor releases, new versions and other requirements to deliver an accurate payroll and associated information is scheduled and managed • Complete electronic and paper-based filing in accordance with set process
<p>3. Portfolio Development and Reporting</p>	<ul style="list-style-type: none"> • Work to develop the HRIS. This includes: <ul style="list-style-type: none"> - maintaining user-friendly computer and paper-based filing systems and records that facilitate smooth-running processes - developing and maintaining relationships with managers and staff which facilitate understanding of CPIT's goals and objectives as they relate to this role - contributing to the development of and suggesting alterations to our guidelines, methods and systems which would enhance database integrity and add value to the human resource function at CPIT - initiating and participating in project groups

	<p>involving issues concerning the HRIS</p> <ul style="list-style-type: none"> - network in the tertiary education sector and HRIS circles with a view to improving CPIT's knowledge and functioning • As necessary, provide advice within the Division and to CPIT managers regarding HRIS development and maintenance issues • Ensure the appropriate HR Advisor is advised of any HRIS issues concerning their assigned caseload Divisions/Faculties • Ensure oversight is maintained of HRIS issues by the HR Director, via regular reporting of activities, issues and results
4. Back-Up and Assistance	<ul style="list-style-type: none"> • Provide back-up / overload assistance for HR functions, if necessary and after training • Ensure HR Manager oversight is maintained of all back-up portfolio and assistance activities, issues and results via regular reporting
5. HR Team	<ul style="list-style-type: none"> • Participate in team meetings, briefings, projects and social activities. • Represent the HR Division in CPIT project teams requiring HR input. • Champion projects and initiatives in own area of expertise both within the Division and externally with our clients. • Support team members with advice and assistance when required. • Undertake other tasks in the HR Division, as may be required from time to time.
6. Personal Responsibilities	<ul style="list-style-type: none"> • Take part in CPIT and Division processes relating to the role. This includes, performance appraisal, professional development and training activities, complying with the Code of Professional Practice and other policies and guidelines at CPIT. • Keep "back up" colleagues informed of all aspects necessary for them to perform competently during times of personal absence. • Keep the HR Director and Payroll team informed of work plans, activities, issues and results, so that synergy can be created within the team and results reflect that synergy. • Represent CPIT and the HR Division in a professional capacity. •

Notes:

All CPIT employees are required to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Human Resources Director**.

ADDITIONAL INFORMATION

1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

3. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4. Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in engineering workshops.

5. Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (01 April 2007 — 31 March 2009) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

6. Equal Opportunities Employer

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

ADDITIONAL INFORMATION

APPLICATION DETAILS

Applications for appointment must be marked:

HRIS ANALYST/DATABASE ADMINISTRATOR

Ref. DP3569

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

***Applications Close
2 March 2009***

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.