Trades Innovation Institute

Tutor – ASM Welding/Fabrication Tutor

Position: **Tenured Full-time**
Contract/Grade: **Academic Staff Member Grade**

INTRODUCTION

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 25,000 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.

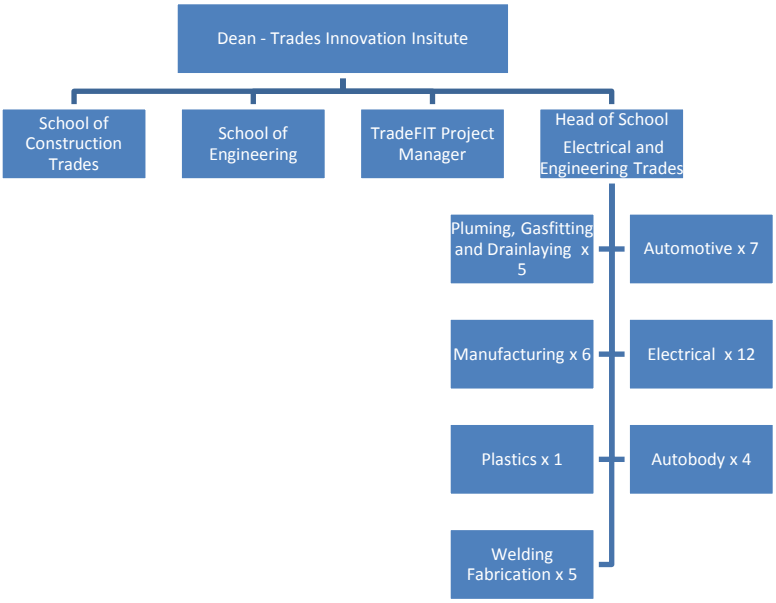
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

TRADES INNOVATION INSTITUTE

Trades Innovation Institute is the leading South Island provider of Trade training and includes three Schools, the School of Engineering and Electrical Trades and the School of Building and the School of Engineering. Located at Sullivan Avenue in Opawa this campus provides unparalleled practical learning facilities for the eleven trade disciplines currently delivered. In addition the TradeFIT development site provides additional trades and enhancements to those currently offered.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

As a Welding Fabrication Tutor you will primarily be responsible for the delivery of National certificate programmes levels 1 – 5 within the Engineering domain. The National certificates are the main programmes and cater for both full and part time students. The role will include delivery to CPIT Apprentice, Pre-Trade and some day release/block course work for the ITO. This role will cover practical hands on in addition to all theory aspects. The key focus around this delivery will be specific to the Welding Fabrication requirements of the student to meet industry needs, current trends and technology developments at advanced levels.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Delegation level 600 on the Human Resources Delegation Schedule
Other: As defined by the ASM role

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications • Trade Certificate in an engineering related trade. • Advanced Trade Qualification or Equivalent experience	• Teaching qualification
Experience/Skills/Knowledge • Proven experience repairing components and functions in accordance with the manufacturers specifications at an advanced level. • Proven experience with a range of welding repair techniques and processes at an advanced level. • Fabrication skills including pattern development. • Proven experience in an engineering trade using welding techniques and processes. • Excellent communication skills in English, both verbal and written • PC based computer literacy skills that enable that word processing of technical reports, processing of data on spreadsheets, etc. • Capability to develop and write delivery resources and assessments.	• Experience in new welding processes and technology. • Experience in training apprentices or cadets would be an advantage. • Supervisory experience • Knowledge/experience of the tertiary sector
Personal Attributes: • An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment • An inclusive approach • Innovative ideas with strong self motivation • High degree of professional judgment and integrity • Friendly and approachable manner • Flexibility and responsiveness • Energy, enthusiasm, and an ability to create a communicative classroom environment • A reputation for making positive contributions	

to the work team • Patience, resilience and flexibility in responding to routine as well as to changing situations or demands • The ability to demonstrate that excellence is a standard that is routinely maintained	

KEY FUNCTIONAL RELATIONSHIPS	
Internal • School and Faculty Staff	**External** • Contacts within the industry sector

Note: CPIT employs staff in the following ranges:
ASM – Academic Staff Members assume responsibility for their own outcomes
SASM – Senior Academic Staff Member assume responsibility for their own outcomes and are expected to guide and support ASMs
PASM – Principle Academic Staff Member assumes leadership for outcomes and staff

KEY TASKS	**EXPECTED RESULTS ASM,SASM,PASM**
1. Teaching Manage the teaching and learning situations in selected programmes and courses: • The National certificates in Mechanical Engineering Levels 1 - 5 • Other courses and programmes as determined from the Automotive Engineering/Electrical and related trades field.	1.1. Effective planning, preparation and organisation for all classes so students know what is expected of them. This includes setting and effectively communicating learning objectives, and regularly updating course materials to ensure currency and meet changing educational needs and industry requirements. 1.2. Creation of an environment conducive to learning and where students are motivated to learn. 1.3. Effective use of a variety of appropriate teaching and learning strategies. 1.4. Effective organisation/development/deployment of learning resources. 1.5. Maintenance of academic quality standards. 1.6. Provision of regular, effective feedback to students regarding progress and achievement. This includes: • Setting and marking of student assessments (eg practical tests, assignments, test papers, internal examination papers) within School quality deadlines. • Ensuring that all assessments meet the quality assurance and moderation requirements set out in curriculum document / CPIT and Faculty policies and guidelines / Unit Standards requirements or specific industry requirements, as appropriate. **<u>Expected results SASM, PASM – all of the above plus</u>** • SASM - Maintains excellence in teaching delivery and assists others. • PASM - Provides leadership in teaching delivery (desirable).
2. Student Responsibilities Academic Staff will exhibit genuine concern for students as individuals and	2.1. Maintains professional relationships with students to help meet individual learning needs. 2.2. Learning guidance provided to students within

members of the class/course/programme.	and outside the classroom context, as appropriate. 2.3. Recognises student learning difficulties and arranges for appropriate support (e.g. referral to learning assistance, including NESB assistance; referral to career, course or personal counselling; referral to student loan/scholarship support). 2.4. Provides support and assistance to resolve conflict between students. 2.5. Practise in non-racist and non-sexist ways and sensitivity to students and colleagues with special needs demonstrated. **<u>Expected results SASM, PASM – all of the above plus</u>** • Plans and implements strategies for improvements to assist those with learning difficulties. • Interviews and/or selects students for courses and programmes using CPIT/Faculty/School procedures, as required. • Participates in reviews of teaching and learning effectiveness and student satisfaction, in accordance with CPIT and Faculty/School processes. • Maintains excellence in meeting student responsibilities, and assists others. • PASM: Provides leadership in meeting student responsibilities (preferably).
3. **Planning and Development** Academic Staff will contribute to planning and development activities in relation to courses, programmes, the School, Faculty and CPIT.	3.1. Contributes vision and innovation to the work team. 3.2. Develops course materials. 3.3. Contributes to course and programme development. 3.4. Contributes to ongoing planning within the School and Faculty. 3.5. Contributes to marketing activity in and on behalf of the School/Faculty/CPIT. **<u>Expected results SASM – includes all of the above plus</u>** Lead/manages course/programme/curriculum innovation and development. This includes and is not limited to: • Design of objectives and content to be appropriate for student, industry/community needs • Design of assessment programmes that meet CPIT and industry requirements • Evaluation of courses and programmes in line with CPIT/Faculty/School requirements. • Actively supports and contributes to the objectives, direction and operation of the School/Faculty and CPIT.

	• Provides support and assistance to part-time staff in integrating theory to practice/workplace activity, and ensuring School and CPIT policies are followed. • Provides support and assistance to part-time staff in integrating teaching and learning theory into their sessions. • Contributes to Advisory Committee (or the equivalent) meetings or requests, as required.
4. **Administration** Complete administration requirements promptly.	4.1. Plans and co-ordinates the administration requirements of the courses and programmes taught, (including work experience, where required by the curricula,) in accordance with School/Faculty/Programme requirements. 4.2. Contributes to course, workgroup and other relevant meetings of staff. 4.3. Completes student and course/programme records accurately and forwards them to Faculty Administration, as required. (e.g. attendance records, assessment results) 4.4. Completes all personal administration records accurately and forward them to the Head of School (e.g. leave forms, leave planners, work time records). 4.5. Follows all policies, practices and procedures of the School, Faculty and CPIT. 4.6. Participates in organisational systems, such as appraisal. <u>Expected results SASM/PASM all of the above plus</u> • Coordinates others meeting administrative requirements and provides a leadership example in this regard.
5. Research Actively contribute to the research outputs of the school.	5.1. Participates in school research activities. 5.2. If employed on research conditions, delivers the research outputs negotiated. **<u>Expected results SASM and PASM – all of the above plus</u>** • Designs and implements small scale research into effective teaching and/or learning. • PASM: Is a research exemplar (if research is the PASM's area of expertise). • PASM: Is a research leader and assist others with achieving research excellence (if research is the PASM's area of expertise).
6. **Professional Commitment** Maintain professional currency and teaching skills suitable to the role of educator and which support CPIT's quality objectives.	6.1. Maintains professional relationships with staff to further overall objectives of the School, Faculty and CPIT. 6.2. Develops and maintains communication and support networks within work experience organisations, as required. 6.3. Maintains professional relationships and liaison with staff in other tertiary institutions, as appropriate. 6.4. Contributes to external moderations processes as

	required. 6.5. Maintains professional relationships with industry an relevant professional organizations 6.6. Plans and negotiates use of development time with the Head of School to meet teaching development needs, CPIT's learning profile needs and professional currency needs. 6.7. Implements these negotiated programmes for own professional development 6.8. Represents the course/programme/School in meetings or industry gatherings as required. 6.9. Liaises with consumer groups and representatives to seek their feedback and input into the courses and programmes taught, as required. 6.10. Responds to feedback 6.11. Uses feedback on performance from students, peers and Head of School to identify own educational needs and finds opportunities to meet these 6.12. Seeks and uses opportunities to maintain professional credibility and competence 6.13. Evaluates and reflects on own practice in order to identify directions and strategies for improvement 6.14. Participates in the broader professional and academic life of CPIT. **<u>Expected Results SASM/PASM – all of the above plus</u>** • Takes responsibility for the effective outcome of work teams. • Actively contributes to the broader academic and professional life of CPIT. • Maintains very high standards of professional commitment, as outlined in the above list. • PASM: Meets all of the above results and is considered a top level leader/expert in education of this profession by industry and/or other educators in the professional field. • Assists with the induction of new colleagues. • PASM: Demonstrates professional activities which contribute in a positive way to the reputation of CPIT and/or the profession (eg national or external examining/moderating, research, consultancy, research and publications)
7. **Contribution to CPIT** Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.	7.1. Compliance with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter. 7.2. Participates in activities seeking staff opinion and feedback, as requested. 7.3. Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient

	delivery of operational and strategic goals. 7.4. Participates in committees/working groups, as required. 7.5. Contributes and participates in projects from time to time. 7.6. Performs other duties related to an academic staff member's role, as may be reasonably required from time to time. **Expected results SASM, PASM** • Is a role model for others.

NOTES:
The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and 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 **Head of School – Electrical and Engineering, Trades/Manager Trades Automotive, Autobody, Electrical** as determined.

ADDITIONAL INFORMATION

1. **Student Evaluation**
   Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.
2. **Staff Appraisal**
   CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the proccess.
3. **Staff Training and Professional Development**
   Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.
4. **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.
5. **Health and Safety**
   Applicants for positions are asked to declare and 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 short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer 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.
6. **Probationary Period**
   Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

7. **Intellectual Property**
   Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.
8. **Employment Terms and Conditions**
   Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE). At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement and we can mutually agree the terms and conditions.

   Commencing salary within the Academic Staff Member (ASM) grade will depend on the appointee's qualifications and experience and the particulars of the applicable employment agreement. ASTE Salary range for ASM is $44,858 to $65,550 (ATTI salary range $45,716 to $66,378.

   As a Senior Academic Staff Member (SASM) the annual salary range at this level is $65,550 - $75,236 (ASTE) or $66,378 – $75,777 (ATTI). Senior members of Academic Staff may be either appointed to a role that is designated as senior, or promoted to acknowledge their advanced standing in their discipline/subject area and in teaching.

9. **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.

APPLICATION DETAILS
Applications for appointment must be marked:

Tutor **Ref: FS3767**

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
Thursday 10th December 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.