

Administrator

Position: 0.5 FTE – 18.75 hours per week (daily, afternoons preferred)
 Contract/Grade: Grade 4, \$36,393 to \$42,816 per annum (pro-rata for 0.5FTE)

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. 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 (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,500 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.

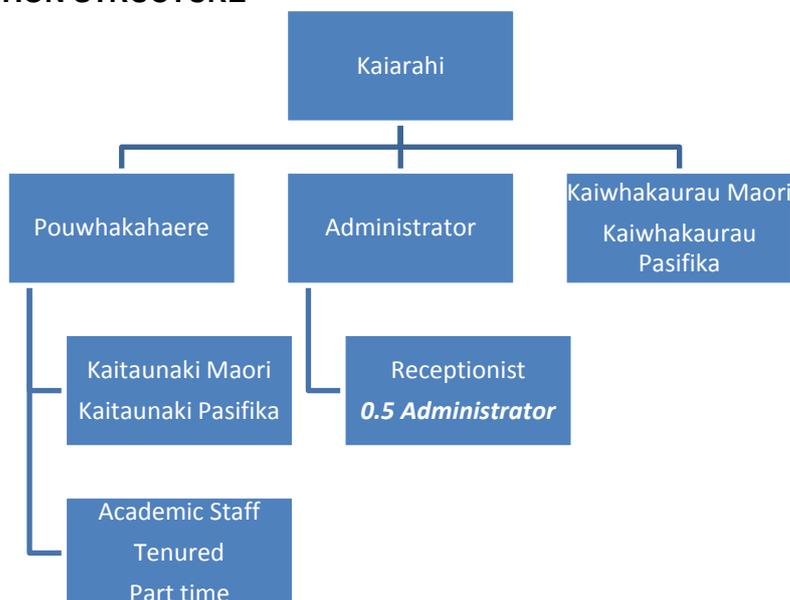
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

Te Puna Wānaka

Te Puna Wānaka is the source of Māori knowledge and expertise for Te Wānaka and assists all faculties to build capacity to deliver Māori specific programmes and facilitate attitude and culture change across the Institute.

Te Puna Wānaka develops recognition of the unique and special place of Māori in Aotearoa by teaching Mātauranga based courses to all interested people, thereby developing an appreciation and valuing of things Māori. Te Puna Wānaka aims to gain national recognition as a centre of excellence in the teaching of Te Reo and Tikanga Māori.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The key objective of the Administrative Assistant is to provide effective and efficient administrative support for TPW students and staff within the context of Te Puna Wānaka and the Christchurch Polytechnic Institute of Technology kaupapa, vision, policies and procedures.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Level 600 of the HR Delegations Schedule
Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications/Knowledge: <ul style="list-style-type: none"> Well versed in Tikanga Māori, Correct te reo Māori pronunciation 	<ul style="list-style-type: none"> Speaking and listening in te reo Māori An interest in language learning
Experience/Skills <ul style="list-style-type: none"> Experience in an administrative role. A high level of expertise in computing. Experience in maintaining shared filing/information retrieval systems Skills in developing, modifying, improving systems and procedures. Skills in monitoring policy, systems and processes for compliance 	
Personal Attributes: <ul style="list-style-type: none"> An effective communicator with a diversity of people and groups from a range of backgrounds and levels. Outgoing, friendly, welcoming and willing to offer appropriate hospitality. Sound organizational skills The ability to prioritise tasks, apply policy, problem solve and use initiative – for self and for others. A team worker who is flexible and assists others. Highly proactive, a self starter with initiative and a keen sense of responsibility. A completer-finisher with an eye for details. Is willing 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. 	

KEY FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> Head of School TPW Staff within TPW Administration Manager Faculty of HHS Central Records Office Information and Enrolments Staff Corporate Services Staff 	External <ul style="list-style-type: none"> Te Tapuea o Rehua Te Wānanga o Aotearoa

KEY TASKS	EXPECTED RESULTS
Provide administrative and secretarial support for Te Puna Wānaka and Pouwhakahaere (Head of School)	<p>Secretarial</p> <ul style="list-style-type: none"> • The shared filing and information retrieval system is maintained. • Meetings are set up, minuted and actions followed up, as required eg Te Kahui advisory Board, Faculty and School meetings, Faculty Board. • Required word processing is completed in a timely way. • Participation in regular TPW staff meetings. • Active and positive engagement with all CPIT administrative functions is maintained.
Provide administrative support for academic processes	<ul style="list-style-type: none"> • Familiarity is maintained with approved programme documents and compliance requirements or rules within each of these documents. • Information and direction is provided to TPW teaching staff re administration and specified academic procedures. • Liaison with Pouwhakahaere and Programme Leaders to ensure information sources and tools are maintained and updated. (eg Handbooks, web page timetable etc). • Integrity of programme, course and student information in Jasper is maintained. • Work with the delegated representative of TPW on CPIT's formal timetable committee.
Provide administrative support for School finance processes.	<ul style="list-style-type: none"> • Assist Head of School to monitor TPW budgets • The system for budget transfers (eg Service teaching) is maintained • Liaison with Head of School re the issuing and tracking of work instructions and processes re part time pays.
Work with other relevant CPIT service providers to ensure all necessary administration is completed for students.	<p>Student Enrolment</p> <ul style="list-style-type: none"> • CPIT processes are followed without duplication of effort. • Accurate and current information is available for students • The application process through to enrolment is efficient. • The administration of student enrolments and associated processes through to graduation is completed. • Administration for full and part time courses and communications to students and the community is completed • Assistance provided to programme leaders to ensure accurate timetable information is available to students. <p>Student Academic Records</p> <ul style="list-style-type: none"> • Faculty liaison person for certificates and graduation • Support provided for alternative or special assessment arrangements • Reference is made to the Central Academic Records team regarding training in the area of results and graduation.
Provide support for manaaki tanga within Te Puna Wānaka.	<ul style="list-style-type: none"> • All TPW staff (including academic staff) working collegially to ensure support is provided for manuhiri, manaaki tanga, and care of the whare.

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 **Kaiarahi or Pouwhakahaere**.

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 tender 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.

APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

***Applications Close
Friday 26 March 2010***

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.