

Head of School

Faculty of Health, Humanities and Science

Position: Full-time Permanent
Appointment: Individual Employment Agreement

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 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 Wānanga o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 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.

The Faculty of Health, Humanities and Sciences is the largest of five faculties at CPIT with over 2000 EFTS (equivalent full-time students) and enrolls between 7000 and 8000 students annually. It is one of New Zealand's leading providers of tertiary education in professional and allied health, social service, international and English language and performing arts Education.

The Faculty Management Team (FMT) comprises the Dean, the Faculty Administration Manager, the four Heads of School (from 2008, Nursing and Human Services, Applied Science, Performing Arts and Key Skills, English and International Languages, and the Faculty's Academic Coordinators. It is responsible for generating over \$20 million of revenue and employs over 300 staff.

The School is a new one. It incorporates English and International language education, Adult Education and Teaching, Communication, the Mathematics Unit and the key skill areas of literacy and numeracy development. The school has approximately 45 full-time/proportional staff and 15 part-time staff at present, however these numbers vary in composition according to the size of the annual student intake. The new school is budgeted to have over 700 equivalent full-time students (EFTs). It incorporates

- the International School of English Languages, one of the largest ITP international English schools,
- ESOL – servicing domestic migrant and refugee learners of English
- Literacy and numeracy support courses
- Mathematics and Communication courses
- Foundation programmes
- Programmes in Japanese (from certificate to Degree level) and Chinese
- The Next Step Centre for Women
- The Adult Education unit, presenting, interalia, the CAT courses.

PROFESSIONAL PROFILE

The Head of School must be able to develop the new school and steer it through the new demands facing tertiary education in New Zealand, particularly in the domains of language, international education, foundation and key skill development. The role combines business management with academic and staff leadership in these areas. As such the successful applicant will be able to provide evidence of significant management ability in an educational setting.

Specifically, the successful applicant will have the qualifications and experience to lead and manage the School which will include:

- proven skills and experience as a manager and leader
- academic experience particularly in teaching, research and promotion of academic quality
- sufficient academic/educational background to lead delegated staff through the development of courses and programmes to meet the needs of future graduates
- the development and maintenance of positive working relationships with stakeholders that implies the ability to gain the confidence and respect of business and education professionals, industry, community groups, and of the staff, students and management of CPIT
- having a demonstrable awareness of business markets (including the international market) and needs
- a record of high achievement in the education sector

In addition she/he will have demonstrated experience, knowledge and/or skills that ensure ability to:

- Plan, organise, delegate, administer and control School activities to meet quality standards and deadlines.
- Lead entrepreneurial activities, including inspiring people to think and act innovatively.
- Manage in a culture that encourages an open and participative style.
- Anticipate business as well as respond to changes appropriately and innovatively.
- Show versatility and adaptability in meeting business goals.
- Adopt both a solutions and future focus.
- Develop and implement strategy to achieve medium to long-term goals.
- Plan, budget and negotiate resources.
- Manage and be accountable for resource utilization.
- Manage educational planning, course development and documentation.
- Provide teaching and research leadership and support.
- Lead and team-build in order to draw together a range of professionals into a harmonious team and maintain/enhance the prestigious position of the School.
- Empathise with the operation, goals and values of a large polytechnic.
- Commit to achieving the profile of a CPIT staff member which includes contributing positively to a student focus, bicultural awareness, disability awareness, sustainability, health and safety, international focus.

Preference will be given to the applicant who is able to demonstrate all of the above and has:

- Qualifications and experience in a discipline or disciplines related to the School
- Experience in managing the demands of International Education which remains a key component of the School given its international English section.

RESPONSIBLE TO

Dean, Faculty of Health, Humanities and Science

HUMAN RESOURCE DELEGATIONS

As delegated

FINANCIAL DELEGATIONS

As delegated

PRIMARY OBJECTIVES

The major responsibilities of the Head of School will be:

- To develop and lead the vision and development of the School in keeping with Faculty and CPIT strategic direction and priorities
- To take an active part in Faculty management as a team player and (Faculty Management Team) FMT member.
- To be responsible, with the Dean, for the delivery of quality education programmes within the School of Business
- To undertake the planning and management of a teaching School.
- To provide and manage within well defined and articulated accountability guidelines
- To develop and lead an effective team able to achieve the specified objectives of the School and to make the appropriate contribution to the Faculty
- To prepare and manage a School budget which will fit within the constraints of the faculty and CPIT budget processes.
- To oversee the design of new programmes and qualifications at certificate, diploma and degree levels
- To oversee curriculum development and subject development of modules that have Polytechnic-wide applications
- Ensuring that the necessary approvals and accreditation from the New Zealand Qualifications Authority, the New Zealand Polytechnic's Programmes' Committee etc are gained and maintained for School programmes.
- To establish/maintain links with relevant professional, industrial and international groups and other stakeholders for advice and support.
- To work with the Dean in building a strong identity for CPIT and the School as a national and international leader in the delivery of quality programmes.
- To contribute to and comply with the development of policies, strategic goals and educational directions of the Faculty of Commerce and CPIT.
- To ensure procedures and processes reflect the requirements of legislation and CPIT's Investment Plan
- To take into account and support the wider interests of the Faculty and CPIT in any decision making

KEY TASKS

1. Academic Leadership

- 1.0 Develop and foster a vision for the school.
- 1.1 Plan and ensure development of approved new programmes that are responsive to identified needs and initiatives.
- 1.2 Ensure a professional and supportive teaching and learning environment.
- 1.3 Ensure all programmes meet Academic Board requirements.
- 1.4 Assist staff to work through, and obtain New Zealand Qualification Authority and New Zealand Polytechnic's Programmes Committee accreditation for appropriate courses and programmes.
- 1.5 Implement and monitor quality management systems, including course evaluation procedures.
- 1.6 Review programmes and courses regularly in consultation with staff, students, industry, commerce or the community.
- 1.7 Promote scholarship and research to support all programmes.
- 1.8 Lead any changes in development in curriculum.
- 1.9 Provide leadership for strategic planning.
- 1.10 Represent CPIT on educational forums, as agreed with the Dean.

2. Teaching

- 2.1 Ensure that annual teaching timetables are created to provide quality education within the constraints of the staffing budget.
- 2.2 Manage outputs from academic staff to an agreed number of timetabled teaching hours.
- 2.3 Allocate resources in a manner that is fair, reasonable and consistent.
- 2.4 Teach to a negotiated amount of hours.

3. Personnel Management

- 3.1 Develop and build the School staff into a productive and well-informed team.
- 3.2 Ensure regular and open flow of information to staff e.g. by way of meetings.
- 3.3 Ensure equitable and appropriate allocation of responsibilities and workloads for staff in line with contractual obligations and CPIT policies.
- 3.4 Ensure that all tutorial staff in the School are fully and appropriately utilized.

- 3.5 Communicate procedures within the School, to ensure staff conflicts and concerns are able to surface and be handled equitably, and in a manner consistent with CPIT's complaints procedures.
- 3.6 Participate in staff selection processes in keeping with CPIT's personnel policies.
- 3.7 Ensure appropriate orientation procedures are provided for new staff.
- 3.8 Take responsibility for ensuring Polytechnic's appraisal processes are completed for School staff. The 'appraisal' processes include probation, appraisal, performance review and promotion for staff.
- 3.9 Facilitate the implementation of the School's tutorial staff training and development requirements.
- 3.10 Negotiate own training and development plan with the Dean, Faculty of Health, Humanities and Science.
- 3.11 Arrange relieving staff, as required.
- 3.12 Contribute to the staff budgeting process
- 3.13 Manage School activities within the staffing budget.

4. Marketing/Public Relations/Liaison

- 4.1 Ensure that all School information is available to meet deadlines for CPIT-wide initiatives.
- 4.2 Create publicity opportunities in conjunction with the Marketing Team.
- 4.3 Identify, review and monitor industry trends and ascertain new/updated community needs for the School that are compatible with the CPIT charter and marketing plan.
- 4.4 Represent CPIT and/or the School on appropriate industry committees, working parties, conferences, with outside bodies and to the wider community.
- 4.5 Develop and implement (with the Dean, Faculty of Health, Humanities and Science, the Marketing Manager and School staff) a marketing plan for the School.
- 4.6 Reach or exceed student/client satisfaction outcomes in the School.

5. Student Administration

- 5.1 Oversee course and programme counseling.
- 5.2 Ensure appropriate pastoral care is provided for students.
- 5.3 Take responsibility for programme and School timetables.
- 5.4 Manage the student complaints process, in keeping with CPIT policies and procedures.

6. Financial Management

- 6.1 Negotiate and meet EFTS targets.
- 6.2 Negotiate an income and expenditure budget with the Dean.
- 6.3 Plan and prioritise budget allocation.
- 6.4 Authorise expenditure within budget and delegated limit.
- 6.5 Monitor expenditure and income against budget and report to the Dean.
- 6.6 Participate in budget review meetings with the Finance and HR Divisions.

7. General

- 7.1 Undertake special Faculty-wide projects and tasks as delegated from time to time.
- 7.2 Seek entrepreneurial opportunities for the School that are compatible with the CPIT charter and marketing plan.
- 7.3 Ensure safety and security standards are known and observed by all staff.

FOR YOUR 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.

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.eg a hearing test for those involved in engineering workshops.

5 **Employment Terms and Conditions**

An individual employment agreement will be negotiated confirming terms and conditions of employment.

APPLICATION DETAILS

Applications for appointment must be marked:

Head of School – English and Education

FH 3120

Applications including the application form and curriculum vitae 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

and forwarded in person, by post or by fax.

***Applications Close
7 March 2008***

The standard application form attached 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.