

**Learning Technologies Advisor**

**Position:** Permanent, full time (37.5 hours per week)  
**Contract/Grade:** Grade 4/5

## **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.

## **DIVISION AND WORKGROUP INFORMATION**

Library, Learning and Information Services (LLIS) is located within the Academic Division and works in partnership with faculties and divisions to support CPIT's educational objectives and student success. The Learning Technologies Unit provides a hub for developing, maintaining and trialling (where appropriate) ICT-related resources, solutions, and projects. Staff in the Unit work closely with IT to ensure that platforms and applications used in teaching, learning and research are aligned with institutional strategic priorities and users' needs. Assisting with staff training relating to learning technologies is also a prime focus.

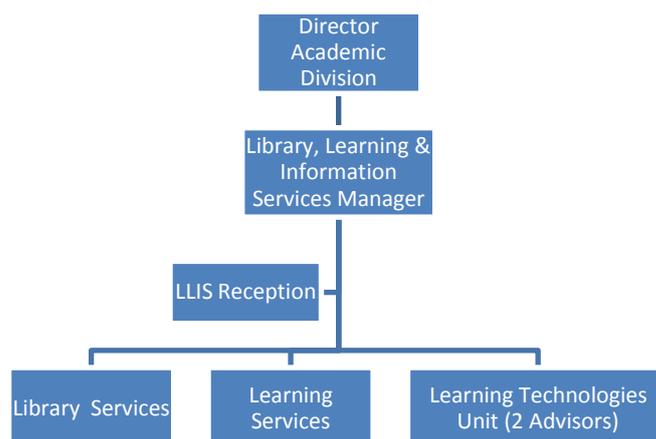
## **PRIME FUNCTION/PURPOSE OF THE JOB**

Learning Technologies Advisors assist with the development, maintenance and deployment of CPIT's online and interactive learning environments, solutions and resources. They support staff, students and wider stakeholders in the use of current and emerging learning technologies, and assist with the identification and testing of innovative solutions as appropriate. Specific responsibilities include administrative support and training for the institution's Learning Management System (currently Moodle).

## **DELEGATED AUTHORITY AND RESPONSIBILITIES**

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

## ORGANISATION STRUCTURE



## PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Formal tertiary qualifications in one of the following areas:               <ul style="list-style-type: none"> <li>○ IT</li> <li>○ Education</li> <li>○ Multimedia</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Formal tertiary qualifications in <b>more</b> than one of the following areas:               <ul style="list-style-type: none"> <li>○ IT</li> <li>○ Education</li> <li>○ Multimedia</li> </ul> </li> </ul>
<p><b>Experience/Skills/Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Proven experience and competence in web publishing, multimedia, and application of Web 2.0 tools</li> <li>• Proficiency with HTML, XML, and CSS</li> <li>• Familiarity with a range of multimedia applications such as Photoshop, Flash, and audio &amp; video editing software</li> <li>• An understanding of a range of technologies underpinning web-based Learning environments</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of learning management systems and open source applications</li> <li>• Proficiency with a wide range of Adobe applications and products</li> <li>• Ability to develop scripts using languages such as PHP, ActionScript &amp; Javascript, and skills using MS SQL or MySQL</li> <li>• Understanding of the philosophy and pedagogy relevant to adult learners both in an online learning situation and in general learning</li> <li>• Experience in a training role, and/or presentation experience</li> </ul>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Proven customer service skills and dedication to delivering quality service</li> <li>• Excellent communication and time management skills</li> <li>• Ability to facilitate several activities concurrently, and operate effectively and collegially across disciplines &amp; teams</li> <li>• Ability to display a high level of initiative combined with sound judgement</li> <li>• Is passionate about the role of technologies in people's lives</li> <li>• Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research;</li> </ul>	

biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy	
<b>KEY TASKS</b>	<b>EXPECTED RESULTS</b>
<ul style="list-style-type: none"> <li>• Work collaboratively with academic and allied staff in identifying, developing and maintaining teaching and learning materials and resources that are offered in the online environment by: <ul style="list-style-type: none"> <li>○ providing advice and support regarding learning technologies</li> <li>○ formatting content (including multimedia) and developing resources for incorporating into courses delivered via CPIT's Learning Management system</li> <li>○ participating in trials incorporating specific learning technologies as directed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate advice and support is given to users on the effective and efficient utilisation of learning technologies</li> <li>• effective multimedia resources are produced in appropriate formats using sound multimedia design principles</li> <li>• trials of specific learning technologies participated in by LTU staff result in clear outcomes that are communicated to relevant parties</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with technology-specific staff training relating to the institution's teaching, learning and research activities</li> </ul>	<ul style="list-style-type: none"> <li>• Academic staff are empowered with tools and knowledge to enable them to maintain their own online and ICT-related teaching environments where appropriate</li> <li>• Training seminars are offered to enable staff to effectively utilise and apply technologies for teaching, learning and research</li> </ul>
<ul style="list-style-type: none"> <li>• Provide administration services for CPIT's Learning Management System (currently Moodle), and liaise effectively with IT to ensure optimal performance of a range of platforms and solutions used to support teaching, learning and research</li> </ul>	<ul style="list-style-type: none"> <li>• Effective administration support is provided for staff, students and stakeholders using the LMS and related solutions</li> <li>• Appropriate upgrades are installed in consultation with IT</li> <li>• Users are given adequate warning of operational changes. Operational work is scheduled in such a way as to minimise disruption to client work</li> <li>• Action is coordinated effectively in responding to system issues and faults</li> <li>• Users are kept informed of progress in solving faults and actioning requests</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with general activities of the Learning Technologies Unit (e.g. documentation/template developments, operational processes, tracking and reporting on relevant statistics)</li> </ul>	<ul style="list-style-type: none"> <li>• Processes are followed, documentation is produced to a high standard, and statistics are provided on request and in a timely fashion</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in multidiscipline project team initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in project work is collegial and professional, progress is actively monitored, and assigned tasks are completed successfully within prescribed or renegotiated timeframes</li> </ul>
<ul style="list-style-type: none"> <li>• Work flexibly in a dynamic environment to ensure priorities are acknowledged and given due attention</li> </ul>	<ul style="list-style-type: none"> <li>• A quality, timely service is provided for clients</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain currency with ICT trends and developments by attending relevant seminars, updating qualifications and/or skills, and reading appropriate literature</li> </ul>	<ul style="list-style-type: none"> <li>• Efforts are made to identify and follow-through on opportunities to maintain currency, and can be reported on as part of the annual appraisal process</li> </ul>

<ul style="list-style-type: none"> <li>• Assist with strategic planning as required</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in strategic planning initiatives and meetings is active, collegial and professional</li> </ul>
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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 **Manager – Library, Learning and Information Services**.

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## 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 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. Eg 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 List 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 19 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.*