Information and Communication Technology Division

ICT Division Administrator

Position: 0.5 FTE, permanent
Grade and Salary: Grade 4 $37, 576- $44, 207 (pro rata)

BACKGROUND INFORMATION

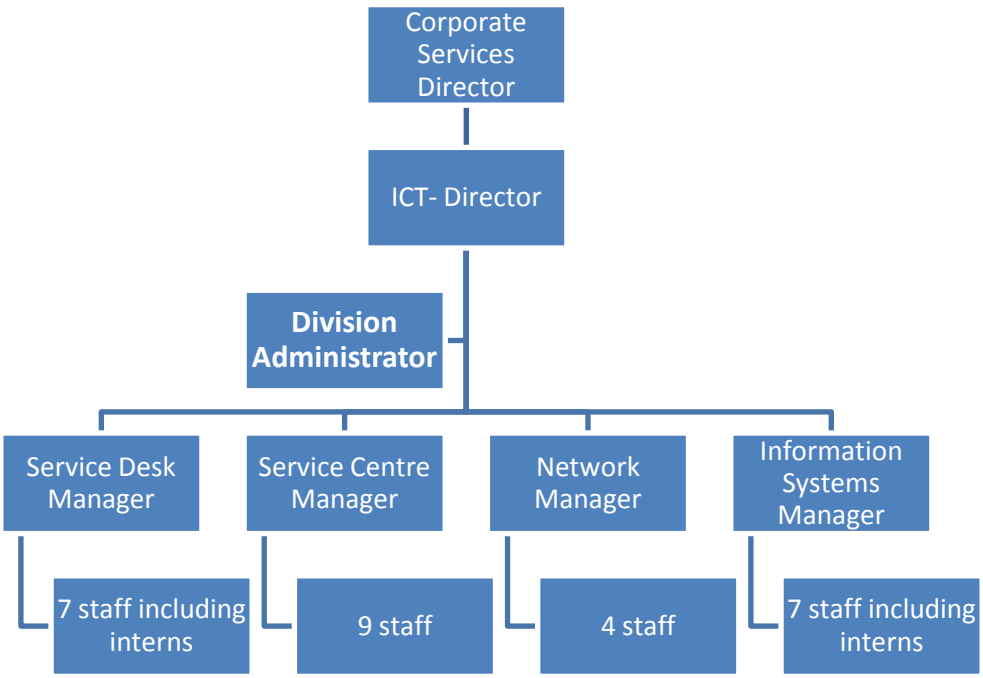
Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined 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 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.

ORGANISATION STRUCTURE



PURPOSE

To provide administrative support to the IT Division Head and the IT Division.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Level 600 on the Human Resource delegation schedule
Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications/Knowledge: • Advanced WORD, EXCEL and POWERPOINT skills. • Note taking and proof reading skills. • Administrative level financial skills • Office and business skills, especially dealing with people, invoice processing, internal charge processing, and administration skills	
Experience/Skills • Administration of a large department and handling of delegated authority. • Experience in the development and implementation of administrative systems. • Proven people management skills and dedication to delivering quality service. **Communication** • Written: An ability to reply to correspondence, prepare reports and make recommendations • Oral: An ability to communicate through the spoken word clearly and concisely. Sound telephone skills • Listening skills: An ability to be empathetic and supportive, to pick out important information and give back to others. **Self Organisation and Time Management** • A personal discipline in the effective use of effort and time. An ability to work effectively with a minimum of supervision **Customer Focused** • Concerned with the delivery of a quality service to the customer.	• Experience in ICT an advantage
Personal Attributes: **Achievement Motivation** • Personal need to achieve the objectives and reach successful conclusion • Drive to accomplish results **Initiative** • An ability to originate new ideas or methods; to work effectively without full time supervision **Stress** • Ability to work under pressure and meet deadlines **Flexibility and Adaptability** • An ability to respond appropriately to different situations, people and ideas.	

KEY FUNCTIONAL RELATIONSHIPS	
Internal • To provide administrative support to the Divisional Head and Divisional staff • To coordinate Divisional training and travel requirements and monitor Personal Development plans • To liaise with Finance in respect to accounts payable, receivable and internal recovery transactions. • To undertake secretarial duties at Division meetings. • To manage administrative process for institutional software	**External** • Liaison with Telecommunication vendors in respect to accounts payable and receivable transactions. • Liaison with CPIT business partners re IT purchasing transactions.

KEY EXPECTED RESULTS

(a) To provide administrative support to the Division.

Key Tasks	Expected Results
Maintain the correspondence and filing systems.	1. Filing is kept up to date. 2. Receive and distribute incoming mail. 3. Process outgoing mail. 4. Assistance with software administration
Electronic document support	1. Formatting and production of department documents. 2. Document processing for staff as required. 3. Proof read reports prepared by the IT Division Head and department Managers
Coordinate activities	1. Make travel arrangements for staff within the Division 2. Coordinate staff training for the Division. 3. Coordinate staff social functions

(b) To process accounts associated with the purchase and recharge of Information Technology equipment and services.

Key Tasks	Expected Results
Processing financial journals	1. Coordinate journals to correct financial transaction errors, as requested by the IT Division Head 2. Process sundry recharges or charges as required

(c) To provide administrative support to the IT Division Head

Key Tasks	Expected Results

Support the IT Division Head in the smooth running of the Division.	1. Record minutes at IT management meetings. 2. Maintain appointments and alert the IT Division Head of pending events. 3. Monitor staff leave and professional development plans 4. Maintain spreadsheet of travel and training commitments 5. Monitor incoming mail, action or respond in writing where appropriate. 6. Identify ways in which the efficiency of the Division can be improved and plan appropriately. 7. Purchase of Divisional stationary, paper, and kitchen supplies. 8. Management of petty cash. 9. Management of the review process for Divisional internal policies.
Manage preparation of Divisional Payroll data	1. Coordinate Divisional timesheets and forward to Payroll each fortnight. 2. Coordinate overtime documents and submit to Payroll for payment.

The above statements are 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 Division Head.

EXTENT OF AUTHORITY

Financial delegation assigned under Purchasing Officer policies.

SPECIAL CONDITIONS

Normal Office hours are 8:30am to 5:00pm, Monday to Friday. Any variation to the hours would be subject to negotiation and agreement.

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

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 2009 – 30 June 2010) 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.

APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

Applications close
Tuesday 18 May 2010

The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.