

**JOB DESCRIPTION**  
**Facilities Management**

**Contract and Project Coordinator**

**Position:** Full time, Permanent  
**Salary:** Grade 6 salary range \$45,226 to \$53,208

**BACKGROUND INFORMATION**

Christchurch Polytechnic Institute of Technology is one of Christchurch's four major tertiary institutions and is located in the central city with a number of additional satellite campuses. It is the largest South Island Polytechnic and one of the biggest in New Zealand.

The Institution welcomes approximately 35,000 student enrolments each year as full and part time, domestic and international, professional, paraprofessional and trades focused. Over 1800 staff teach and support learning in a wide range of vocational programmes varying from degrees, graduate diplomas, diplomas and certificates to short term modules, night classes and courses customised for business clients.

A challenging education environment demanding responsiveness to the needs of students and employers makes Christchurch Polytechnic dynamic and an engaging place in which to work.

**INTRODUCTION**

The Facilities Management Division currently comprises 20 staff responsible for the following activities:

- Managing property maintenance including cleaning
- Minor and major capital works
- Car-parking
- Security and custodial services
- Purchasing furniture, equipment and consumable goods
- Management of the vehicle fleet
- Waste management
- Environmental standards
- Stores, inwards and outwards
- Room bookings
- Health and Safety

**POSITION OBJECTIVES**

- To provide an efficient, cost effective purchasing and contract management service to CPIT
- To coordinate tender and contract processes.
- To undertake or support agreed projects eg refurbishment

**PROFILE**

The successful applicant for this position will have:

- Project management experience
- Knowledge of purchasing for a large organisation with a diverse range of requirements.
- A sincere commitment to providing quality customer service
- Knowledge of appropriate government purchasing guidelines.

- A sound knowledge of the ergonomic issues relating to office and classroom furniture.
- Excellent communication and negotiation skills and the ability to relate well to a diverse range of people.
- Relevant experience of tendering procedures and contract administration.
- A high degree of computer literacy and experience with e-Commerce systems relative to purchasing and invoicing.
- A preference for working in a team environment and the ability to maintain an appropriate sense of humor under stressful situations.
- A willingness to undertake routine tasks as necessary.
- A willingness to commit to CPIT's staff profile which outlines CPIT's vision, mission statement, values and the attributes staff members are required to achieve. Attributes highlighted for this position include student focus, learning and teaching focus, bicultural awareness, international focus, disability awareness, sustainability and environmental awareness, health and safety.

## **RESPONSIBLE TO**

Facilities Manager

## **KEY TASKS & RESPONSIBILITIES**

### **Working Relationships**

- Be part of the Facilities Management Division senior staff team.
- Establish and maintain close working relationships with other CPIT staff
- Liaise with Custodial staff and receptionist
  - relocate furniture/equipment when required
  - monitor vehicle fleet use and cost recovery
- Consult with the Health & Safety Manager to ensure that furniture purchased is ergonomically fit for purpose.
- Liaise with the Audio Visual Technician to assist with AV purchasing.
- Consult regularly with the Syllabus Plus (timetable software) Co-ordinator to ensure appropriate provision of furniture in classrooms.

### **General**

- Ensure contracts and tender processes are formalised and documented appropriately. Prepare documentation and call tenders on Facilities Management contracts; maintain register of all FM contracts; consult with the operational managers of those contracts.
- Manage projects as agreed with the Director of Facilities Management.
- Administer Supply Corporation contracts and represent CPIT at relevant meetings.
- Purchase CPIT furniture and equipment stocks. Specify and order specific furniture and equipment.
- Arrange for the disposal of surplus furniture, equipment and other goods in a manner that maximizes the return for CPIT
- Supply other goods and services as may be required.
- Maintain an overview of CPIT purchasing practices to ensure goods and services are purchased at the best possible prices in accordance with the required quality, quantity and delivery dates.
- Oversee the CPIT vehicle fleet, reviewing cost recovery methods and replacement criteria and recommendations for replacement purchase.
- Investigate suitable supply sources for various materials, goods and services and recommend changes where appropriate.
- Monitor contractor performance for those contracts that you are responsible for – currently cleaning/waste, stationary, rental vehicles.
- Ensure CPIT's legal obligations/terms and conditions of contract are consistent, across all contracts.
- Project management and coordination – work with Facilities Management Director or Project Manager to ensure projects are managed in a professional manner, delivered on time and to customer specification.
- Maintain a register of current CPIT preferred suppliers and contractors.

## 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 **Employment Terms and Conditions**

Appointment is within the terms of the State Sector Act, the Education Act 1989, the Employment Relations Act 2000 and an applicable Collective Employment Agreement (CA). For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the applicable Collective Agreement which covers the position offered. If the staff member joins the union, the terms of the collective document continue to apply; should he/she decide not to join the union, an individual agreement may be negotiated 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.

## APPLICATION DETAILS

Applications for Appointments – Allied Staff forms must be marked:

**Contract and Project Coordinator**

**Ref No: DF 2934**

Applications should be addressed to:

HR Manager  
Christchurch Polytechnic  
Institute of Technology  
PO Box 540  
**CHRISTCHURCH**

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03-9408623  
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Applications close  
25 January 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.*