Education Services Division
Registry

CPIT
CHRISTCHURCH POLYTECHNIC INSTITUTE OF TECHNOLOGY Te Wānanga o Ōtautahi

Jasper Manager

Position: **Permanent; Full time**
Contract/Grade: **Grade 8 salary range - $68,502 - $72,107**

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 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 Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1800 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.

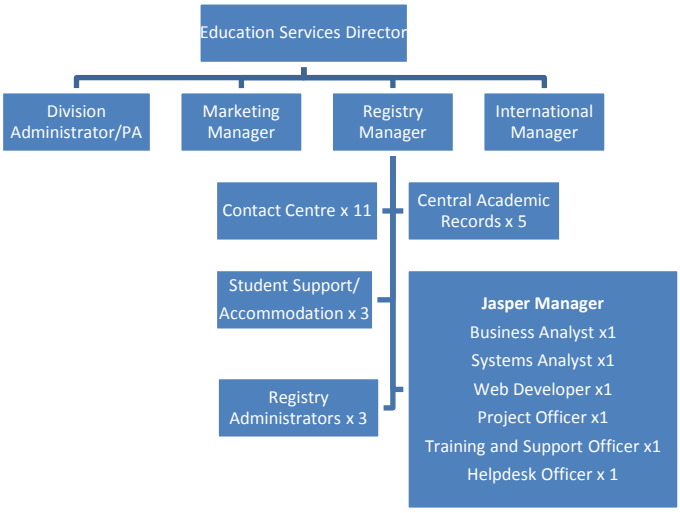
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

INTRODUCTION

Education Services is a large diverse division (consisting of four workgroups Marketing and Communication, Registry, Library and Learning Services and International) which includes marketing and enrolment for both domestic and international students, and library, learning and other support services. Education Services works in partnership with faculties and divisions to support CPIT's educational objectives and student success.

The Jasper team is one of five work groups in the Registry team (see organization chart below). Jasper is CPIT's Jade-based student administration database system which was developed in conjunction with Jade Software Limited. The system has been sold to a number of New Zealand tertiary institutions, who have developed a strong user group to develop the product to suit their organisations needs.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The Jasper Manager will work consultatively with key CPIT staff and Jade Software Ltd (JSC) to ensure Student Management System (SMS) (Jasper) meets the current and future organisational business requirements and statutory obligations, that includes -

- Day to day operational management to ensure a robust, reliable SMS (Jasper) system together with data integrity.
- A high performing and motivated staff.

The Jasper Manager provides expert advice, professional leadership and provision of accurate data and analysis that supports the information requirements of the institution's managers and external agencies.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: ***Parameters to be agreed with the Registry Manager***
Human Resources*:* ***Recruitment, Training, Performance activities of Jasper team***
Other: ***As agreed with Registry Manager***

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications:	• A tertiary qualification in an appropriate discipline.
Experience/Skills/Knowledge • Proven team leader or staff management experience. • Proven experience in a large database administration and management (knowledge of Jade Product or experience of Object Orientated Data Systems would be desirable), including proven experience in documentation and providing a wide range of institutional reports for decision-making. • Excellent analytical, problem-solving and decision-making skills. • The ability to gather clear business requirements. • Excellent interpersonal, written and oral communication skills, in particular the ability to influence and negotiate. • Strong organisational and time management skills. • A good understanding of the set up, maintenance and improvement of complex systems. • Proven project management experience that includes managing multiple projects and complex situations. • Experience working across a large complex organisation and the ability to build and maintain effective working relationships. •	
Personal Attributes: • High levels of personal initiative and resilience and in particular the ability to manage the pressures of competing demands. • Empathy of, or experience in a tertiary education environment. • An understanding of the Privacy Act and the need to maintain confidentiality appropriately.	

KEY FUNCTIONAL RELATIONSHIPS	
Internal • Management and Staff of Education Services • Division and Faculty Management • Strategic Leadership Group	**External** • Jade Software Ltd • EJUG (External Jasper User Group)

KEY TASKS	EXPECTED RESULTS
1. Institutional Role • Provide expert advice to senior managers that contributes to the strategic direction of SMS (Jasper) that keeps the institution `future proof' where possible. • Work with business owners (across the institution) to ensure that the key business drivers are understood and are catered for within the SMS (Jasper) system wherever possible. • Work alongside Faculties and Divisional staff to optimise SMS (Jasper) functionality including standardisation and consistency of use to gain business efficiencies. • Lead institution-wide projects to manage and support identification of new/additional business requirements required for the system. • Work with senior management to ensure SMS (Jasper) provides the required institutional reporting and statistical information for internal and external organisations, ie Tertiary Education Commission (TEC).	o o As a result of contribution senior managers are able to articulate a strategic direction for the SMS (Jasper) that keeps the institution `future proof' where possible. o All new and additional business requirements are developed and successfully implemented within CPIT's projects timelines. o Accurate institutional reports that meet the requirements of internal and external stakeholders are delivered in a timely manner. o Effective relationships are established and maintained with key staff across the organisation.
2. Management of Student Management System (Jasper) • Monitor and manage the quality of work undertaken by the Jasper team to promote best practice, and achieve efficiencies. • In conjunction with the team, ensure all documentation and training material is up to date and easily accessible. • Manage the operational relationship with Software provider (Jade), including joint planning of key tasks. • Ongoing monitoring and management of outstanding and new software development work (Jade). • Overall control of security and administration of SMS (Jasper) system. • Coordination with key divisional and faculty managers to ensure data integrity. • Take an active role in ensuring that the team keep appraised of relevant issues and developments within the Tertiary Education Sector.	o System changes are implemented to ensure CPIT complies with changes to statutory requirements changes. o All new business requirements are implemented successfully within the allocated budget. o Updated SMS (Jasper) documentation and training material is available to all staff anytime.
3. Staff and Management • Leadership and management of the team ensuring high levels of service and efficiency, and maintaining excellent communication with staff across CPIT. • Ensure all team members are equipped with the	o Team members are motivated and focused on outcomes, and understand the direction and objectives of the work group and the wider division. o Jasper team's projects and activities are delivered within budget.

appropriate training, knowledge and tools to meet the realistic expectations and demands of business owners. • Appropriate plans and budgets are developed, and managed within agreed parameters. • Management of work loads and priorities for team, including monitoring, supporting and motivating staff with their various projects to ensure outcomes are delivered.	
4. External Role • Liaise with Jade Software Limited, including the negotiation of new business functionality and statutory requirements • Liaise with Jade Software Limited on the management of the software license and support agreements. • Represent CPIT on EJUG (External Jasper User Group) • Work collaboratively with EJUGs partners on operational and development planning to achieve cost saving benefits.	○ Constructive relationship Jade Software Ltd and EJUG partners are maintained. ○ Software licenses and agreements are successful negotiated when required.

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 **Registry Manager.**

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 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. 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 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 must be marked:

Manager – Student Management System (Jasper) **Ref. DR3296**

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

Applications Close
Friday 15 August 2008

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.