

Records Coordinator

Position: Full time Fixed Term for 12 months (Parental Leave cover)
Grade and Salary: Grade 5; Salary range \$\$41,174 - \$48,441

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.

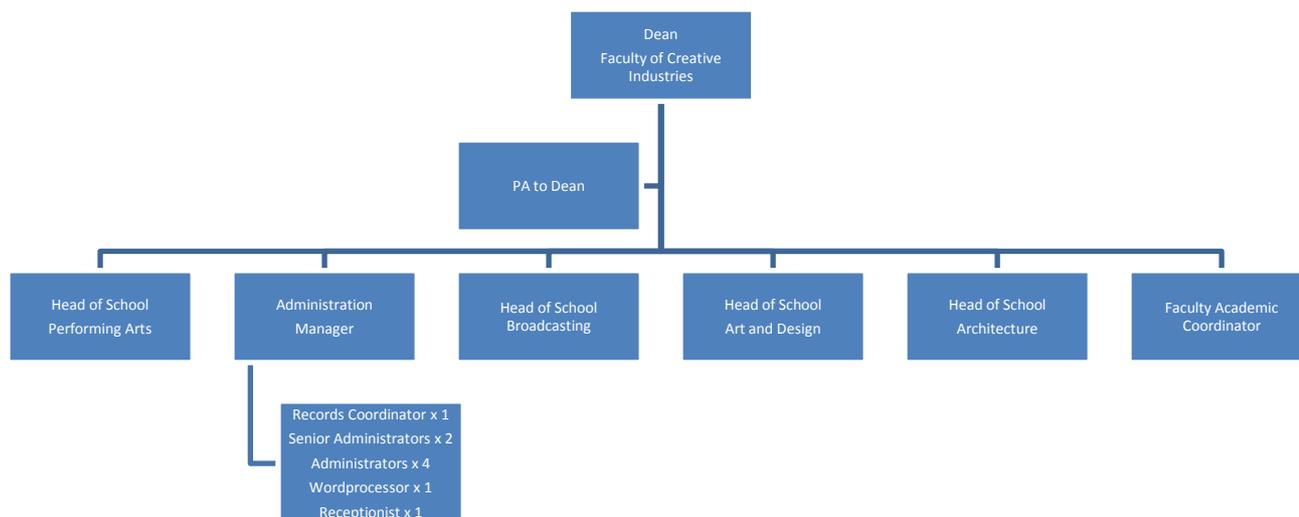
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

INTRODUCTION

The Faculty of Creative Industries is a new faculty that will begin with around 1,000 EFTS (equivalent full-time students) and a significant staffing resource. This faculty will encompass all the key creative programmes and Schools at CPIT. One of the crucial roles of the Faculty will be to create a sense of excitement and energy around CPIT’s Creative Industries offerings, both internally and externally.

The Faculty will include major community and industry focussed programmes serving a range of creative industries including architecture, art, broadcasting, design, fashion, performing arts and hairdressing. The Faculty will be officially established on 1 January 2009. Prior to that time the Faculty Management Team will be responsible for developing a faculty vision, sense of identity, and business plan as well as preparing for the public launch of the new faculty early in 2009.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

- Lead Faculty of Creative Industries academic records staff
- Manage the student academic records for the faculty programmes and courses
- Manage graduation processes and programme awards
- Management of academic processes
- Provide Jasper support in relation to faculty programmes and courses

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: None
 Human Resources: None
 Other: N/a

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications</p> <ul style="list-style-type: none"> • Formal tertiary qualifications not required. 	<ul style="list-style-type: none"> • Relevant related Business Administration qualification
<p>Experience/Skills/ Knowledge:</p> <ul style="list-style-type: none"> • Extensive office administration experience with proven ability in record keeping • Experience working as part of a team and independently as required • Proven competency using a range of computer systems • The ability to manage fluctuating workloads and to ensure that accuracy is maintained • The ability to prioritise tasks, problem solve and meet demanding deadlines • Demonstrated commitment to customer service with a strong work ethic • Effective written, verbal and electronic communication skills • Ability to develop and implement administration systems to facilitate more efficient processes. 	<ul style="list-style-type: none"> • Experience in a tertiary environment preferred
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • The ability to work co-operatively within a team and with a wide range of people both within and outside the institution • A positive, enthusiastic and proactive disposition • A self starter who can demonstrate initiative and a sense of responsibility • Demonstrate an understanding of the importance of confidentiality • A completer/finisher with an eye for details • A commitment to active and continuous learning • A flexible approach with the ability to cope with competing demands in a changing environment. 	

KEY FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Students • Faculty Administration Staff • Programme Leaders • Heads of School • Academic Staff • Faculty Academic Co-ordinators • Central Academic Records Staff • Information and Enrolment Staff • Jasper Team Staff 	<ul style="list-style-type: none"> • Past students • External stakeholders (eg, registration bodies, NZQA, etc)

<ul style="list-style-type: none"> Other Divisional Staff (as and when required) 	
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KEY TASKS	EXPECTED RESULTS
<p>Lead Faculty of Creative Industries academic records staff</p>	<ul style="list-style-type: none"> Ensure the FCI records staff are fully trained in all aspects of the academic results process at CPIT and remain current in the policies and procedures that relate to academic records Provide training(and appropriate documentation) for academic staff for the entering of results to Jasper Ensure FCI staff are kept aware of CPIT wide policies and procedures Promote effective relationships with CAR and other faculty records staff
<p>Manage the student academic records for the faculty programmes and courses</p>	<ul style="list-style-type: none"> Develop and/or maintain systems and procedures collection and process of results Ensure all results are entered for all Faculty programmes and courses to meet appropriate timelines Assist with collation and verification of Faculty results ready for publication Maintain current and secure filing system of results and student record related material that meet internal and external requirements, ensuring documentation is filed appropriately and in a timely manner Assist with writing of new procedures Maintain current and secure filing system of results and result related applications Liaise with other faculties, central academic records with regard to recording and batching of results Assist with the maintenance and back entering of historical results into Jasper Produce annual Faculty timetable for final result due dates and print dates for all programme results. Ensure all enquiries and requests are dealt with in a professional and timely manner Provide a report to Administration Manager after final results and graduation are processed for feedback to CAR Have a working knowledge of faculty programme and course structures, NZQA and external agency requirements.
<p>Manage graduation processes</p>	<ul style="list-style-type: none"> Manage the processing of qualification completion requests and running graduation queries in Jasper for Faculty Programmes. Ensure that students' eligibility to graduate is confirmed in consultation with Programme Leaders. Ensure that graduation packs are sent to students. Liaising with Central Academic Records to confirm graduate eligibility for production of qualifications Ensure students due to complete National Qualifications are provided with NZQA Award Application forms and clear guidelines regarding payment and return of forms to the appropriate place and within appropriate timeframes Meet all Central Academic Records deadlines for graduation including the provision of additional material as appropriate Ensure that student enquiries regarding eligibility to graduate, graduation ceremony details, etc are responded to appropriately and timely Provide support in relation to certificates and graduation

	<ul style="list-style-type: none"> for International students as required. Assist at CPIT graduation ceremonies as required
Management of academic processes	<ul style="list-style-type: none"> Manage the process for RPL's, credit transfers, cross credits, aegrotats, extensions, NESB extra time, reconsiderations and alternative assessment applications ensuring that all applications are tracked and notified outcomes are recorded in Jasper in accordance with CPIT policies and procedures Liaise with other Faculties as required with regard to academic processes Have a comprehensive understanding of the CPIT Academic Board Assessment and Moderation policy and keep up to date with any changes.
Provide Jasper support in relation to faculty programmes and courses	<ul style="list-style-type: none"> Liaise with Central Academic Records, Programme Leaders, Faculty Academic Co-ordinators and Administration Manager regarding course outcomes and assessment profiles Ensure the award rules for all Faculty programmes are accurately set up and maintained in Jasper Ensure required changes are made to course assessment profiles as approved by the Faculty Programme Approval Committee Liaise with the Jasper Team regarding the development of new functionality required by the Faculty.
Other duties	<ul style="list-style-type: none"> Attend regular Faculty Administration meetings and training sessions Conduct probation and annual appraisal interviews and reports for administration staff in consultation with the Administration Manager, who has final approval, as required Act as faculty representative for Academic Procedures Committee as required Facilitate regular meetings with other faculty records staff as appropriate Undertake a range of additional administrative duties and work flexibly to support equitable workloads within the Faculty as 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 **Administration 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 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 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:

Coordinator - Records

Ref. FT3498

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
22 January 2009***

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.