

**Administrator - Records**

**Position:** Fixed term, full time (37.5 hours per week)  
**Contract/Grade:** Grade 4 \$37, 576 to \$44,207

**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.

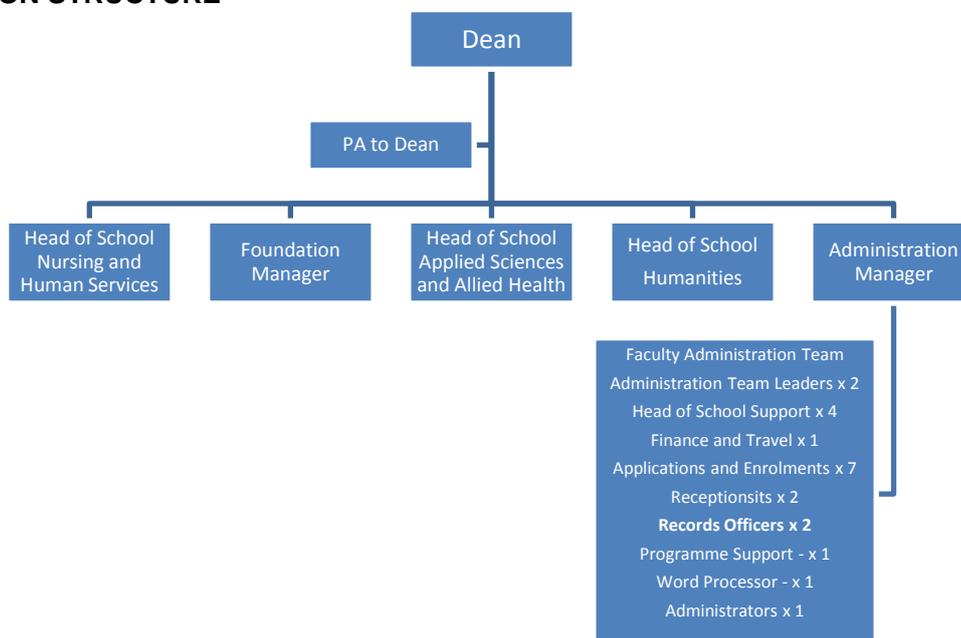
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad of nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in Te Reo 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.

**FACULTY OF HEALTH, HUMANITIES AND SCIENCE**

CPIT’s Faculty of Health, Humanities and Science commands around 2000 EFTS (equivalent full time students) and enrolls in excess of 10,000 students annually. The Faculty comprises three schools: The School of Humanities, the School of Nursing and Human Services and the School of Applied Sciences and Allied Health. Our Faculty administration staff contribute to the efficient administration of the Schools within the context of the Faculty and the CPIT vision, policies and procedures. Administration staff work cooperatively to meet the challenges of providing a positive environment for students throughout the Faculty.

**ORGANISATION STRUCTURE**



**PRIME FUNCTION/PURPOSE OF THE JOB**

The prime functions of the Records Officers are to:

- manage the student academic records for the faculty programmes and courses
- manage graduation processes
- assist with the management of academic processes
- provide Jasper support in relation to faculty programmes and courses.

**DELEGATED AUTHORITY AND RESPONSIBILITIES**

**Financial:** Nil  
**Human Resources:** Nil  
**Other:** Nil

**PROFESSIONAL PROFILE**

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

KEY FUNCTIONAL RELATIONSHIPS	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Faculty Administration Staff</li> <li>• Programme Leaders</li> <li>• Heads of School</li> <li>• Academic Staff</li> <li>• Faculty Academic Co-ordinators</li> <li>• Central Academic Records Staff</li> <li>• Information and Enrolment Staff</li> <li>• Jasper Team Staff</li> <li>• Other Divisional Staff (as and when required)</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Past students</li> <li>• External stakeholders (eg, registration bodies, NZQA, etc)</li> </ul>

KEY TASKS	SCOPE
<p><b>Manage the student academic records for the faculty programmes and courses</b></p>	<ul style="list-style-type: none"> <li>• Develop and/or maintain systems and procedures collection and process of results (including clinical placement hours).</li> <li>• Ensure all results are entered for all Faculty programmes and courses to meet appropriate timelines.</li> <li>• Assist with collation and verification of Faculty results ready for publication.</li> <li>• 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.</li> <li>• Assist with writing of new procedures.</li> <li>• Liaise with other faculties, central academic records with regard to recording and batching of results.</li> <li>• Assist with the maintenance and back entering of historical results into Jasper.</li> <li>• Process amendments and extensions through Jasper, ensuring appropriate approvals have been granted.</li> <li>• Ensure applications, transcripts, etc are prepared, processed, accurate and forwarded to the appropriate external bodies in a timely manner.</li> <li>• Produce annual Faculty timetable for final result due dates and print dates for all programme results.</li> <li>• Maintain the Faculty Cross Credit schedule.</li> <li>• Prepare Statements of Attendance for non-assessed courses as required.</li> <li>• Ensure all enquiries and requests are dealt with in a professional and timely manner.</li> </ul>
<p><b>Manage graduation processes</b></p>	<ul style="list-style-type: none"> <li>• Assist with the processing of qualification completion requests and running graduation queries in Jasper for Faculty Programmes.</li> <li>• Ensure that students' eligibility to graduate is confirmed in consultation with Programme Leaders.</li> <li>• Ensure that graduation packs are sent to students.</li> <li>• Liaising with Central Academic Records to confirm graduate eligibility for production of qualifications.</li> <li>• 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.</li> <li>• Meet all Central Academic Records deadlines for graduation including the provision of additional material as appropriate (eg, medals).</li> <li>• Ensure that student enquiries regarding eligibility to graduate, graduation ceremony details, etc are responded to appropriately and timely.</li> <li>• Provide support in relation to certificates and</li> </ul>

	<p>graduation for International students as required.</p> <ul style="list-style-type: none"> <li>• Assist at CPIT graduation ceremonies as required.</li> </ul>
<b>Assist with the management of academic processes</b>	<ul style="list-style-type: none"> <li>• Ensure that Cross Credits, Credit Transfers and RPL applications (including enquiries) are processed in a timely manner, via Jasper.</li> <li>• Liaise with other Faculties as required with regard to academic processes</li> <li>• Have a comprehensive understanding of the CPIT Academic Board Assessment and Moderation policy and keep up to date with any changes.</li> </ul>
<b>Provide Jasper support in relation to faculty programmes and courses</b>	<ul style="list-style-type: none"> <li>• Liaise with Central Academic Records, Programme Leaders, Faculty Academic Co-ordinators and Administration Manager regarding course outcomes and assessment profiles.</li> <li>• Ensure the award rules for all Faculty programmes are accurately set up and maintained in Jasper.</li> <li>• Ensure required changes are made to course assessment profiles as approved by the Faculty Programme Approval Committee.</li> <li>• Liaise with the Jasper Team regarding the development of new functionality required by the Faculty.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend meetings relevant to the area as required</li> <li>• Provide support to Faculty Programme/FAC Support Administrator during periods of absence and at busy times.</li> <li>• Participate in ongoing professional development.</li> <li>• Undertake a range of additional administrative duties and work flexibly to support equitable workloads within the Faculty as required.</li> </ul>

#### **ADDITIONAL 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 or delegate.

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## ADDITIONAL INFORMATION

1. **Staff Appraisal** - CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.
2. **Staff Training and Professional Development** - Staff are required 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 short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer 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 e.g. a hearing test for those involved in workshops.
5. **Trial Period** - When appointed to a permanent role, and new to employment with CPIT, a trial period of three months applies to the employment.
6. **Intellectual Property** - Intellectual property developed by Employees in the course of their employment belongs to CPIT.
7. **Employment Terms and Conditions** - Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff in this position on the terms and conditions of the TIASA Collective Agreement. If the staff member joins the union the terms of that union's collective agreement apply in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement based on the collective agreement and we can mutually agree to change those terms and conditions at any time.

## APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications Close  
22 October 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.*