

**TE KAITAUNAKI
MAORI PASTORAL SUPPORT/**



Position: Full-time, Permanent appointment
Grade and Salary: Grade 4 salary range \$37,576 to \$39,419

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. 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 (CPIT) also provides a place of belonging for those wanting to engage in Te ao Māori or Fale Pasifika.

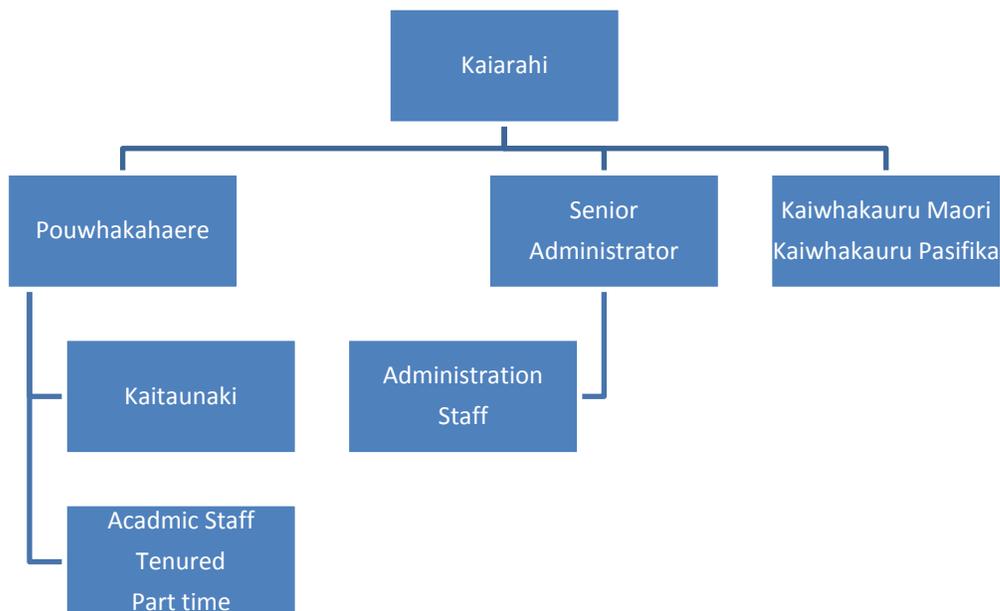
Over 1,500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special 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.

TE PUNA WANAKA

Te Wanaka o Otautahi are currently looking at developing more appropriate strategies in response to Maori students needs and increasing the capacity of Maori communities. This position is primarily responsible for the wellbeing of Māori students across the campus and all students, staff and community who use our Whare complex. The establishment of this position is part of the overall strategic direction of Te Puna Wānaka and Te Wānaka o Ōtautahi to better address the pastoral care needs of our students to support the continued positive engagement of students in their learning environments within the institution.

We have one of the only and most sought after Whare complexes in the Christchurch CBD which has the potential of becoming a prime conference and event centre and in conjunction with our Māori catering course, Nga Kete e Toru, could develop into a successful catering unit and the establishment of this position is in part a response to this. It is envisaged that this person will be charged with generating revenue through promoting and servicing conferences, events and catering opportunities.



PRIMARY OBJECTIVES:

- Assist in increasing Maori student completion and retention
- Work with key parties to establish and/or reinforce Māori students support networks.
- Facilitate activities and events that provide engagement opportunities for Māori students from across the campus
- Contribute to ensuring that all activities in the Te Matauranga Māori Whare are run efficiently and in accordance with tikanga Māori
- Promote, coordinate and organise activities in the Whare including powhiri, events, conferences and hui and facilitate building capacity for the Whare to become a catering unit and to be used to display artworks

ESSENTIAL	PREFERRED
<p>Education/Qualifications/Knowledge</p> <ul style="list-style-type: none"> • Knowledge of tikanga Māori and te reo 	<ul style="list-style-type: none"> • An understanding of the demands of a tertiary learning environment, particularly as this impacts on young people
<p>Experience/Skills</p> <ul style="list-style-type: none"> • Experience with Māori communities including a high degree of awareness and sensitivity to the needs of Maori students. • Skills in working with Māori Whānau network and individuals, groups or agencies providing support and/or services. • Experience organising projects or events particularly in a service industry • Outstanding interpersonal skills • Ability to understand administrative and academic processes and to support adherence to CPIT policies and procedures. 	
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Enthusiasm and passion for supporting, helping and working with students / people 	<ul style="list-style-type: none"> •

KEY RELATIONSHIPS Including but not limited to:	
<p>Internal</p> <ul style="list-style-type: none"> • Māori and Pasifika Student Support • Te Wānaka administration team • CPIT Support staff 	<p>External</p> <ul style="list-style-type: none"> • Whānau and various interest groups. • Community Leaders • Relevant Maori community groups and organisations.

KEY TASKS
<p>Contribute to the retention and success of Maori students by providing pastoral support including (but not limited to):</p> <ul style="list-style-type: none"> • Actively engage Maori students in a range of activities, be available for students on a regular basis. • Meet Te Wānaka tutors to determine their students' needs and how these may be best met. • Ensure Te Wanaka students experiencing difficulties are referred to appropriate CPIT services e.g. Learning Services, Counselling, or supported through other established processes and agencies. • Maintain familiarity with support services for students at CPIT and outside agencies. • Support retention initiatives across campus eg facilitate communication with students who are absent. • Maintain liaison with Maori recruitment staff and support students' introductions to CPIT as required. • Report to the TPW Executive on student needs, issues or concerns; steps taken to meet these needs, and, proactive strategies developed to prevent problems or frustrations from arising.
<p>Te Matauranga Māori Whare Coordination</p> <ul style="list-style-type: none"> • Establish and maintain effective systems for booking and utilising the Whare in keeping with Te Puna Wānaka and CPIT policies and practices. • Assist with culturally appropriate, cost-effective, and safe use of the facilities. • Coordinate and organise activities in the Whare including Powhiri, events, conferences and Hui. • In consultation with the TPW Dean, promote the Whare as a venue for events. • Ensure communication and positive relationships are maintained with CPIT academic and support staff, e.g. Custodians, Security, Health and Safety Manager., timetabling group. • Update the TPW Executive through regular reports on key activities that have occurred and on future activities. • Continue to maintain relationships with key stakeholders particularly with relevance to facility hire across CPIT.
<p>General Responsibilities</p> <ul style="list-style-type: none"> • Uphold the mana of Te Puna Wānaka through appropriate practice of Maori values in manaakitaka and kaitiakitaka. • Provide back up administrative support to Te Puna Wānaka when required. • Ensure knowledge of CPIT policies, practices and procedures remains current. • Ensure health and safety requirements are met. • Other tasks 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 **Kaiarahi**.

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 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.

Te Kaitaunaki

Ref No: FP4051

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03-9408623
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Applications Close
8 February 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.