

Learning Advisor

Position: Fixed Term for 12 months (parental leave cover)
0.5 Proportional (18.75 hours per week)
Salary Grade: Non-Teaching Academic Staff Member

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 – the success of which is born out by the number of employers who prefer CPIT-trained employees.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional or 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 the Māori world or Te Whare Pāsefika.

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 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

Library & Learning Services is a part of the Education Services Division and is located in the City Campus library building. Learning Services has overarching responsibility for the development and delivery of learning, academic and maths support to all mainstream students enrolled at CPIT city campus and Sullivan Avenue campus, including online, distance and flexible learners. Learning Services enables students to access the range of academic skills they need to succeed in their discipline including generic, discipline integrated and specific skills. These are supported by a range of resources. Learning Services also supports tutors to be responsive in their teaching delivery.

PRIMARY OBJECTIVES

To participate in the delivery of learning, academic and maths support services across CPIT at all levels by

- Providing teaching staff with specialist support and contextualised teaching to assist them to fulfil students' learning needs within the classroom.
- Providing individual learning support, with clear processes for monitoring student progress.
- Developing relevant teaching and learning resources in a range of formats.

PROFILE:

The Learning Advisor will have a tertiary teaching qualification or other relevant degree and be experienced in teaching and learning with adults and preferably have experience in assessing learning needs and developing learning plans. S/he will have a high degree of awareness and sensitivity to the cultural differences in student attitudes, expectations and learning styles and a demonstrated commitment to the delivery of quality teaching and the philosophy of independent and lifelong learning. The Learning Developer will work cooperatively as part of the Learning Development Team.

The Learning Advisor will also have:

- An understanding of teaching and learning
- A client-focused approach to delivery
- An ability to respond to student and tutor need in a flexible and timely manner
- A demonstrated understanding of and commitment to the principles of the Treaty of Waitangi
- A flexible attitude towards accommodating peak demands
- Excellent organisational and time management skills
- Advocacy, problem solving and negotiation skills
- Excellent listening, oral, written and interpersonal communication skills
- Experience in and knowledge of the tertiary education environment
- Knowledge of a range of internal and external support services
- The ability to deal with stressful situations
- The ability to relate well to students and develop effective relationships with CPIT staff
- Relevant administration skills
- An awareness of and sensitivity to the needs of Maori and EAL students, and students with learning difficulties
- A commitment to continuing Professional Development
- Knowledge of national and international trends in learning development and the changing tertiary sector
- Advanced information technology skills necessary to undertake all aspects of learning development delivery

RESPONSIBLE TO

- The Learning Development Coordinator

RELATIONSHIPS WITH

- Manager Library, Learning and Information Services or their delegate
- Disability Services
- Library staff
- Careers Centre
- Foundation Coordinator
- Other Academic Staff; Heads of School and Faculty Deans as appropriate
- Staff Development
- eLearning and Web Unit

Key Tasks:

Depending on the area of special responsibility the Learning Advisor will:

- Work with tutorial staff to embed academic and learning skills into programmes/ classes.
- Teach individuals, groups and classes the full range of academic literacies (including learning skills, academic writing skills, information literacy and maths) both face to face and online, in the context of their studies.
- Liaise with the Learning Development coordinator and academic staff to determine the specific requirements of clients (staff and/or students) to enable the effective delivery of learning
- Work in partnership with the library to establish effective methods of supporting teaching and learning
- Assess student learning needs across a range of contexts and develop a plan to address these
- Provide assessment processes and make recommendations that effectively place students according to strengths and identified needs
- Advise on relevant academic policies and procedures at an institutional level where appropriate, depending on specific area of expertise.
- Raise awareness within CPIT of issues related to academic literacy
- Facilitate the PASS and Peer support schemes

Contribution to CPIT

- Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.

Expected Results

- Complies with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements.
- Participates in activities seeking staff opinion and feedback, as requested.
- Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.
- Participates in committees/working groups, as required.
- Contributes and participates in projects from time to time.
- Performs other duties related to an academic staff member's role, as may be reasonably required from time to time.
- SASM/PASM: Is a role model / mentor for others.

FOR YOUR FURTHER INFORMATION

1 Student Evaluation

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.

2 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance. All staff are to take part in appraisal.

3 Probationary Period

Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

4 Staff Training

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching.

5 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.

6 Health and Safety

Applicants for positions are asked to declare and 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. Eg a hearing test for those involved in engineering workshops.

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 on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE).

At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. It is negotiated by the Association of Teachers in Tertiary Institutes (ATTI). The law provides that after the first 30 days of employment, staff may join this union.

If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies. If the staff member decides to not join a union, s/he remains on an individual agreement and we can mutually agree terms and conditions. These rules are prescribed by the Employment Relations Act 2000. Our Human Resources Advisors are able to provide information as to choices where these apply, and staff members' rights and contractual obligations.

Commencing salary will depend on the appointee's qualifications and experience, and the particulars of the applicable agreement and the grade of the position. For this position an appointment may be made to the Academic Staff Members' (ASM) grade where the maximum salary currently is \$61,192 (ASTE Agreement). Only in unusual circumstances is an applicant likely to be assessed at the top of this range on first appointment.

APPLICANT DETAILS

Applications for appointment must be marked:

Learning Advisor

Ref: DR3072

Applications should be addressed to:

Senior HR Advisor

Christchurch Polytechnic Institute of Technology

PO Box 540

CHRISTCHURCH 8015

Email: hr@cpit.ac.nz

Phone: 03 940 8623

Fax: 03 940 8616

And forward in person, by post or by fax:

***Applications Close
Monday 11 February 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 welcome.