

**Lecturer (Human Services- Social Work  
and Counselling)**

Position: Full Time Tenured  
Contract/Grade: Academic Staff Member salary range \$44, 858 - \$63, 379

## 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 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.

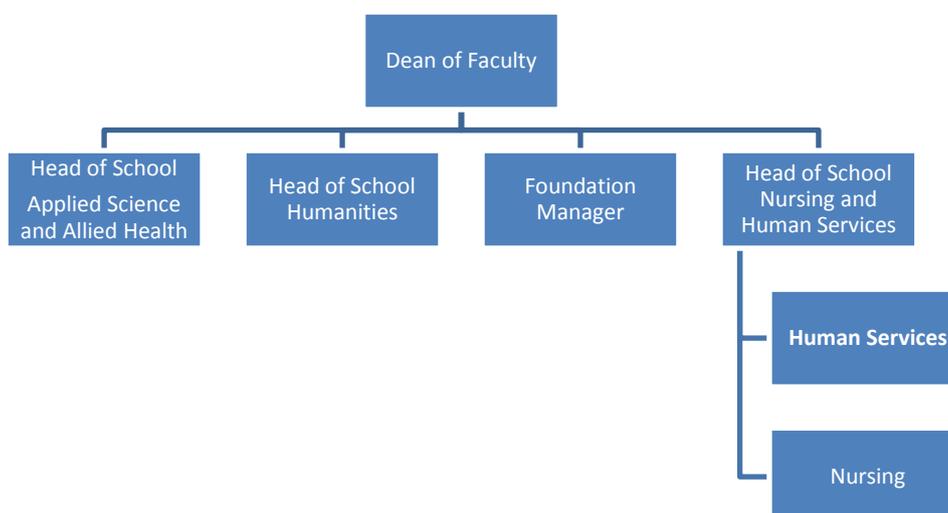
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special 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.

## FACULTY AND SCHOOL INTRO

Human Services is situated in the School of Nursing and Human Services which is part of the Faculty of Health, Humanities and Science. There are three programmes in the School; Bachelor of Social Work, Diploma in Counselling and Certificate in Human Services. Staff are expected to work across programmes according to their professional background.

## ORGANISATION STRUCTURE



## PRIME FUNCTION/PURPOSE OF THE JOB

This role will involve teaching predominantly in the Human Services programmes in theoretical and placement courses. The successful applicant will work closely with the Manager- Human Services and programme leader and fulltime and part time staff across a number of courses depending on their professional background and any previous teaching experience. The successful applicant will be involved in the development and delivery of course materials and the associated assessment of course work.

## DELEGATED AUTHORITY AND RESPONSIBILITIES

**Financial:** Nil

**Human Resources:** Delegation level 600 on the Human Resources Delegation Schedule.

**Other:** Nil

## PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A professional qualification in social work and counselling</li> <li>• An masters degree in social work, counselling or a related discipline</li> <li>• Current Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant post graduate qualification</li> <li>• Membership of a professional organisation</li> </ul>
<p><b>Experience/Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Experience in a range of settings as a professional social worker/ counselor</li> <li>• Knowledge of the practice and processes in the human services sector</li> <li>• Well developed verbal, written and interpersonal communication skills in a range of situations eg with students, staff, academic peers, and professional groups</li> <li>• Time management skills, including the ability to effectively and efficiently administer, organise and co-ordinate activities and meet deadlines</li> <li>• A commitment to providing quality programmes with clear assessments</li> <li>• Strong positive working relationships with a diverse range of people</li> </ul>	<ul style="list-style-type: none"> <li>• Formal teaching experience</li> </ul>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• An understanding and appreciation of cultural issues and commitment to the development of a culturally sensitive working environment</li> <li>• A habit of participating fully as a team member as well as being confident to work independently</li> <li>• An inclusive approach</li> <li>• Innovative ideas with strong self motivation</li> <li>• High degree of professional judgment and integrity</li> <li>• Friendly and approachable manner</li> <li>• Flexibility and responsiveness</li> <li>• Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness;</li> </ul>	

environmental awareness and sustainability; health and safety; IT literacy.	
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<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>Human services team</li> <li>Staff and students within the School of Nursing and Human Services</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>Agencies provide work placement experience for students</li> </ul>

<b>KEY TASKS</b>	<b>EXPECTED RESULTS</b>
<b>Teaching</b> <ul style="list-style-type: none"> <li>Deliver and manage the teaching and learning situations for students as agreed with the Manager- Human Services.</li> </ul>	<ul style="list-style-type: none"> <li>Effective planning, preparation and organisation for all classes so students know what is expected of them. This includes setting and effectively communicating learning objectives, and regularly updating course materials to ensure currency and meet changing educational needs and industry requirements.</li> <li>Creation of an environment conducive to learning and where students are motivated to learn.</li> <li>Effective use of a variety of appropriate teaching and learning strategies.</li> <li>Effective organisation/development/deployment of learning resources.</li> <li>Maintenance of academic quality standards.</li> <li>Provision of regular, effective feedback to students regarding progress and achievement. This includes: <ul style="list-style-type: none"> <li>Setting and marking of student assessments (presentations) within School quality deadlines.</li> <li>Ensuring that all assessments meet the quality assurance and moderation requirements set out in curriculum document / CPIT and Faculty policies and guidelines / Unit Standards requirements or specific industry requirements, as appropriate.</li> </ul> </li> </ul>
<b>Student Responsibilities</b> <ul style="list-style-type: none"> <li>Maintains professional relationships with students to help meet individual learning needs.</li> </ul>	<ul style="list-style-type: none"> <li>Learning guidance provided to students within and outside the classroom context, as appropriate.</li> <li>Recognises student learning difficulties and refers for appropriate support.</li> <li>Provides support and assistance to resolve conflict between students.</li> <li>Participate in applicant selection and career guidance.</li> </ul>
<b>Planning and Development</b> <ul style="list-style-type: none"> <li>Contributes to course and programme development.</li> </ul>	<ul style="list-style-type: none"> <li>Contributes vision and innovation to the work team.</li> <li>Develops course materials.</li> <li>Contribution to ongoing planning within the</li> </ul>

	<p>School and Faculty.</p> <ul style="list-style-type: none"> <li>• Contribution to marketing activity in and on behalf of the School/Faculty/CPIT.</li> </ul>
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Complete administration requirements as required and within stipulated time frames.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans and co-ordinates the administration requirements of the courses and programmes taught, (including work experience, where required by the curricula,) in accordance with School/Faculty/Programme requirements.</li> <li>• Contributes to course, workgroup and other relevant meetings of staff.</li> <li>• Completes student and course/programme records accurately and forwards them to Faculty Administration, as required. (eg attendance records, assessment results)</li> <li>• Completes all personal administration records accurately and forward them to the Head of School (eg leave forms, leave planners, work time records).</li> <li>• Follows all policies, practices and procedures of the School, Faculty and CPIT.</li> <li>• Participates in organisational systems, such as appraisal.</li> </ul>
<p><b>Professional Commitment</b></p> <ul style="list-style-type: none"> <li>• Maintain professional currency and teaching skills suitable to the role of educator and which support CPIT's quality objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains professional relationships with staff to further overall objectives of the School, Faculty and CPIT.</li> <li>• Develops and maintains communication and support networks within work placement organisations, as required.</li> <li>• Maintains professional relationships and liaison with staff in other tertiary institutions, as appropriate.</li> <li>• Contributes to internal and external moderation processes, as required.</li> <li>• Maintains professional relationships with communities and relevant professional organisations.</li> <li>• Represents the course/programme/School in meetings or community gatherings, as required.</li> <li>• Plans and negotiates use of professional development time with the Head of School to meet teaching development needs, CPIT's learning profile needs and professional currency needs. Implement these negotiated programmes for own professional development.</li> <li>• Evaluates and reflects on own practice in order to identify directions and strategies for professional development.</li> </ul>
<p><b>Contribution to CPIT</b></p> <ul style="list-style-type: none"> <li>• Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements specifically in relation</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety</li> </ul>

to Social Work Students.	<p>requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter.</p> <ul style="list-style-type: none"> <li>• Participates in activities seeking staff opinion and feedback, as requested.</li> <li>• Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.</li> <li>• Participates in committees/working groups, as required.</li> <li>• Contributes and participates in projects from time to time.</li> <li>• Performs other duties related to an academic staff member's role, as may be reasonably required from time to time.</li> </ul>
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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 Head of School, Nursing and Human Services.

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## FOR YOUR FURTHER INFORMATION

### 1 Student Evaluation

Each tutor / 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 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. School of Nursing staff who are teaching at Undergraduate degree level are required to have a post graduate qualification.

### 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 State Sector Act, the Education Act 1989, the Employment Relations Act 2000 (ERA) and an applicable Collective Employment Agreement (CA). The ERA requires that for the first thirty days of employment staff are appointed to the terms and conditions of the collective employment agreement that would bind them if they were a member of the largest union with coverage of the work to be undertaken.

Our largest union for academic staff is the Association of Academic Staff in Tertiary Education (ASTE) so employment will be on the terms and conditions of the ASTE Collective Agreement for the first 30 days of employment. We do have another Collective Employment Agreement for Academic Staff at CPIT which has been negotiated by the Association of Tutors in Tertiary Institutions (ATTI). In order to be covered by the ATTI Collective Agreement joining the ATTI Union is necessary.

Unless the Employee joins a union the current ASTE terms and conditions will continue to apply on an individual basis. After thirty days of employment the parties can mutually agree terms and conditions and/or alter the Individual Employment Agreement. If you join a union, you are bound by the conditions of their collective agreement from the date you join.

Commencing salary within the Academic Staff Member (ASM) grade will depend on the appointee's qualifications and experience and the particulars of the applicable employment agreement. ASTE Salary range for ASM is \$44,858 to \$63,379 (ATTI salary range \$48,736 to \$70,763)

## **APPLICATION DETAILS**

Applications for appointment are accepted through our online recruitment system.

**Applications Close  
Monday 17 May 2010**

*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 welcomed.*