



Position Description

CPIT Council Member

Introduction

CPIT is one of New Zealand's largest tertiary education institutions. With two modern campuses, 1,500 staff and a reputation for providing quality applied training and education that spans more than one hundred years, CPIT provides its students with the best vocational training available from foundation programmes through to degree and graduate qualifications.

CPIT's city campus is based in the heart of Christchurch – a beautiful, cosmopolitan city located in the South Island, with a population of around 400,000 people. As part of Christchurch's bustling fashion and cultural hub, CPIT's Madras Street campus is close to numerous cafés, shops and entertainment options making for a vibrant learning environment. Nearby, CPIT's Sullivan Avenue campus, known as the Trades Innovation Institute, provides purpose-built facilities for training in more than 14 trade areas.

Students and staff from a myriad of nationalities attend throughout the year during the day, evening or weekend. Te Mātāpuna o Te Mātauraka (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

CPIT is proud of its strong reputation amongst New Zealand educational institutes and much of its success is due to the quality and expertise of its staff. CPIT's Management Team is committed to student success and to encouraging staff to grow within their roles, and participate in ongoing training and development. 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.

CPIT is a Crown entity governed by its own Council with accountability to the shareholding Minister, through the Tertiary Education Commission (TEC). It is made up of eight members, four of whom are appointed by the Minister for Tertiary Education, and four of whom are appointed by the CPIT Council under Council Statute. The Hon Steven Joyce is the current Minister for Tertiary Education. From time to time the Government sets out the Tertiary Education Strategy (TES) to which all Institutes of Technology and Polytechnics (ITPs) are expected to contribute.

Appointments to CPIT Council

CPIT's Council is now seeking three new members to commence duties from **1 May 2011** to complete the eight member governance body.

This provides opportunities for people who are committed to the value of tertiary education in the community to contribute to the development of strategic direction and investment planning which protects academic freedom, maximises participation by the communities served, ensures high standards of excellence, and financial viability.

We are seeking individual or agency supported applications from people who demonstrate one or more of the following specific areas of knowledge, skill, and experience to complement those of the other five Council members:

- Extensive understanding and experience of governance
- Professional experience as a chartered accountant
- Understanding of tertiary education policy and pedagogy
- Understanding of industry practices and trends particularly any that will impact strategically on the region and the country
- Understanding of and ability to reflect the issues and perspectives of a wide range of ethnic and community groups and experience at actively engaging with them
- Understanding and experience of employer/employee relationships
- Understanding and experience of export education and internationalisation

Individual applications and/or supported nominations with applicant details, curriculum vitae and the application form, completed by the person being nominated or applying will be accepted for these positions.

Organisation Structure

Refer to enclosed diagram.

Governance

The Council as CPIT's governing body has some key responsibilities; to appoint and manage the performance of the Chief Executive and to reflect the interests of the organisation's key stakeholders: the government, through the Minister's appointments, and the businesses and communities of the region, through the Council appointments. It directs the management of CPIT to achieve particular results that are desired by them and oversees the management of the organisation to ensure that it is achieving the desired outcomes, and to ensure that the organisation is acting prudently, legally, and ethically.

CPIT has a statement of purpose, vision and values – "CPIT Guiding Philosophy/Kaupapa" – which informs all planning including its Strategic and Investment Plans.

The CPIT Mission is: *The Community inside CPIT and CPIT inside the Community.*

Our Vision is to be Canterbury's leading provider of applied tertiary education, research and knowledge exchange, widely respected by our business, industry and cultural communities as a high performing organisation, driven by excellence and responsible for ensuring all graduates have the knowledge, values and skills to be successful citizens now and in the future.

Our goals for 2011-2013 are

- *Successful Graduate Outcomes,*
- *Responsive Stakeholder Partnerships,*
- *Targeting Equitable Outcomes*
- *High Performing Organisation*

Management

Management is accountable to the governing body which is in turn accountable to the owners or stakeholders. CPIT's Chief Executive, Ms Kay Giles, employs the staff and manages the institution to achieve the directions set out in the Council's Strategic Plan and the Investment Plan, which is the funding and performance agreement between the CPIT Council and the Tertiary Education Commission (TEC).

CPIT currently comprises five faculties led by a Dean of Faculty and a number of divisions (Academic, Corporate Services, Human Resources) led by Directors who together with the Chief Executive make up the Management Team of CPIT.

CPIT operates under a number of Acts of Parliament – two of the key Acts being the Education Act 1989 No 80 (as at 29 November 2010) and the Local Government Official Information and Meetings Act 1987 No 174 (as at 1 October 2009).

Position Specification

CPIT Council Responsibilities:

Collectively the members of the Council govern CPIT by:

- protecting academic freedom¹
- appointing the Chief Executive and managing their performance agreement
- planning CPIT's long-term strategic direction
- preparing and submitting the Investment Plan
- developing a comprehensive medium to long term Campus Development Plan
- determining policies to implement the Plans
- ensuring CPIT is managed in accordance with the Plans
- encouraging the greatest possible participation by the communities served
- ensuring CPIT attains the highest standards of excellence
- ensuring CPIT operates in a financially responsible manner and remains financially viable
- ensuring CPIT proactively manages risk through a comprehensive risk management framework
- ensuring CPIT addresses the outcomes of internal and external audits
- ensuring proper standards of integrity, conduct, and concern

In making these appointments the Council will also give priority to those persons who will ensure that the eight member Council overall comprises people who

- have relevant knowledge, skills or experience in accordance with the Competencies Schedule (see below)
- are able and available to fulfil their individual duties as members of the Council and the functions, duties and responsibilities of the Council as determined by the Council and specified in the Act
- so far as is possible, reflect the ethnic, gender and socio-economic diversity of the community served by CPIT.

The duties of a member of the Council are duties owed to the Minister and the CPIT Council.

Availability is required for Council meetings and for participation as required in subcommittees, eg Council Audit Committee, Chief Executive Remuneration and Performance Review Committee, any selection committees and as Council appointed/nominated members, as required, of three Trusts associated with CPIT. Members are also expected to participate in CPIT activities – graduation ceremonies, Ignition Week (a week of exhibitions and performances of student work held during Canterbury's Show Week) and attend functions representing the organisation and its Trusts.

The expected workload varies but for *"a General Governance Board the assumed annual workload for meetings and other responsibilities associated with the role is that a member works around 30 days a year..."*. [Cabinet Office Circular CO (09) 5 dated 3 July 2009, p9]

All meetings are carried out under a set of Standing Orders adopted by the Council on 10 December 2008 and in accordance with the Local Government Official Information and Meetings Act 1987.

¹ See Part 14 Section 160 and 161 of the Education Act 1989 No 80 (as at 29 November 2010)

Person Specification

Professional Competencies	Standard expected of Council members	
	Required by some Council members	Required of ALL Council members
Tertiary Education		
Commitment to the value of tertiary education in the community	Have demonstrated commitment to the sector through professional involvement	Have an appreciation of the role and contribution of tertiary education and be passionate about fostering that contribution
Understanding of educational policy (tertiary and wider) and teaching pedagogy	Have had experience of the tertiary education sector at a senior management or governance level for five or more years	Have a broad understanding of the tertiary education sector, the key policy documents and funder expectations - <i>provided through the induction process</i>
Understanding and/or experience of the tertiary education sector in general and ITPs in particular	<ul style="list-style-type: none"> • Have had involvement with an ITP either through study, employment or governance • Educationalist and/or ITP sector experience and expertise. 	Have an understanding of the ITP sector through Council – <i>provided through the induction process</i>
Strategic and Commercial		
Ability to provide strategic direction to the organisation	Have led strategic planning processes in other organisation and be able to contribute to the development of an organisation-wide strategic direction	Be able to contribute to the development of an organisation-wide strategic direction
Ability to provide senior management with direction on opportunity development	Have had experience of business development and start-up operations either at a management or governance level and be able to assess opportunities on a case-by-case basis against the organisations strategic imperatives	Be able to assess opportunities on a case-by-case basis against the organisations strategic imperatives
Commercial experience	Have at least five years experience in a senior role in a commercial entity	Have worked or otherwise been exposed to operation of a commercial entity
Financial		
Understanding of financial management practices	Have at least five years post graduate management or financial management experience in public or private sector	Be able to understand and interpret a set of financial accounts
Understanding of compliance regime and requirements	Have had experience at a senior management or governance level of managing risk and adhering to regulatory requirements, preferably including participation on audit and risk committees in other organisations	Have a broad understanding of the compliance regime applicable to CPIT- <i>provided through the induction process</i>
Understanding of risk management	Have had experience of reviewing and assessment risk management frameworks either in a senior management or governance capacity	Have a broad understanding of the principles of risk management
Understanding of charitable structuring and taxation issues	Have an understanding of current provisions surrounding operation of charitable entities and their subsidiaries	

Professional Competencies	Standard expected of Council members	
	Required by some Council members	Required of ALL Council members
ICT		
	Have had experience in strategic development and/or implementation of information communication technologies	
Community		
Networks in the wider community	Be well connected to our key strategic stakeholders and specific communities bodies of expertise relevant to CPIT	Participate in and be connected to one or more communities relevant to CPIT
Ability to bring influence to bear in the best interest of CPIT in the wider community	Be able to influence key leaders in a range of stakeholder groups on behalf of CPIT as required	Be able to represent the CPIT perspective to wider community groups if required
Governance		
Experience of governance in the public and private sectors	Have had at least five years experience of governance either as a Board member (or equivalent) or as a senior manager in a large organisation interfacing regularly with the Board (or equivalent) and have attended relevant governance training (eg CCMAU or IoD five day training)	Have either attended recognised governance training within 12 months of appointment or have other relevant governance experience and an understanding of good governance practice (Most)
Māori		
Knowledge and commitment to working with Māori and Te Tiriti o Waitangi	<p>Have an in-depth knowledge and understanding of issues in the Canterbury region facing Māori and Ngāi Tahu in particular including:</p> <ul style="list-style-type: none"> • Extensive local (Canterbury/ Te Waipounamu) knowledge, historical and current relating to: <ul style="list-style-type: none"> • Tribal occupation and development, including that of Hapū, Rūnaka and Mātauwaka • Māori/Ngāi Tahu industry and commerce; and • The status of Māori education in Canterbury including: <ul style="list-style-type: none"> • Māori demographic characteristics of Canterbury/changes over time • Status of Māori achievement in the compulsory and tertiary sectors and associated issues/barriers/ supports. • Understanding of the regional differences that impact upon Māori educational success in the region; and, • Knowledge of the principles of Te Tiriti o Waitangi and their 	Have an understanding of Te Tiriti o Waitangi

Professional Competencies	Standard expected of Council members	
	Required by some Council members	Required of ALL Council members
	application; and, <ul style="list-style-type: none"> • Be a respected practitioner and supporter of reo and tikaka Māori: • Tikaka and kawa/customs and protocols 	

Personal Competencies	Required of ALL Council members
Integrity	Operate ethically and with a high level of personal and professional integrity
Professionalism	Understand and operate within standard professional practices
Understanding of the role of a Council member	Have a high level of understanding of the role and responsibilities of a Council member - <i>provided through the induction process</i>
Critical thinking ability	Have the ability to constructively analyse and consider information
Ability to contribute to consensus decision making	Be able to work co-operatively with colleagues to achieve the best outcome for the organisation
Sound professional judgement	Demonstrate sound professional judgement in day-to-day professional activities
Good communication skills	

In accordance with the Act and with Council's Statute 2010/1 Section 4.1a, an appointment (following a process agreed between the Council and Ngāi Tahu) has been completed and an appointment made to ensure there is at least one Council member who is Māori and has specific expertise as outlined in the Competency Schedule above.

The three new appointments will be made in accordance with the Education Act 1989 (the Act) and CPIT Council's Statute for ***Council Appointment of members to the Christchurch Polytechnic Institute of Technology 2010/1***. Appointments will be for a term of between two and four years with the appointee remaining eligible for re-appointment to a second or later term to provide for continuity and a staggered replacement of members as required.

Remuneration

S179 of the Act and the Minister for Tertiary Education provides the fees framework for the CPIT Council to apply. The current rate for members of the CPIT Council is \$16,000 (gross) maximum annual fee. CPIT Council's Fees and Allowances Policy is available on request.

Applications/Nominations

Supported nominees and individual applicants please:

- Provide a CV plus details of how your experience and skill sets match the expectations noted in the Person Specification/CPIT Council Members' Competency Schedule above.
- Complete and sign the application form.
- Provide contact details for referees.
- Complete and sign the declaration form acknowledging your eligibility and disclosing any business or community interests.

[Under the Local Authorities (Members' Interests) Act 1968 and CPIT policy, members of the CPIT Council must disclose any business involvements in which the member or a partner or dependent has a direct or indirect "pecuniary interest" as well as listing other businesses and organisations in which the member has a non-pecuniary interest.]

Return them to: hr@cpit.ac.nz
Gay Sharlotte
Council Secretary
CPIT
PO Box 540
Christchurch 8140

Closing date for applications/nominations **Friday 25 February 2011.**

The selection process will involve shortlisted candidates meeting with the CPIT Council Selection Committee, and referee checking.

Recommendations of the most suitable candidates shall be put to the CPIT Council for its approval.

Commencement Date

Successful applicants must be able to make a commitment to commence duties from 1 May 2011.

Notes

Under the CPIT Council's Statute for *Council Appointment of members to the Christchurch Polytechnic Institute of Technology 2010/1*, a person **is not** eligible for appointment if they are

- an enrolled full-time student at CPIT,
- an employee of CPIT,
- an officer of the CPIT Council,
- or the Chief Executive.

Under Section 222AA (2) of the education Act 1989, a person is not eligible for appointment or election as a member of the council of a designated polytechnic if –

- (a) he or she is subject to a property order under the [Protection of Personal and Property Rights Act 1988](#); or
- (b) there has been made under that Act in respect of him or her a personal order that reflects adversely on his or her—
 - (i) competence to manage his or her own affairs in relation to his or her property; or
 - (ii) capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare; or
- (c) he or she is a bankrupt who has not obtained his or her order of discharge, or whose order of discharge has been suspended for a term not yet expired or is subject to conditions not yet fulfilled; or
- (d) he or she has at any time been removed from office as a member of a polytechnic council under [section 222AJ](#).

Links

For additional information follow these links:

Education Act 1989 No 80 (particularly Part 14, 15 and 15A)

http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM175959.html?search=ts_act_education+act_reesel&p=1&sr=1

Functions of Council Part 15 Section 180

http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM184130.html?search=ts_act_education+act_reesel&p=1

Part 15A Section 222AH Duties of members of polytechnic councils

http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM2779319.html?search=ts_act_education+act_reesel&p=1

Tertiary Education Strategy (TES). The most recent strategy can be obtained from <http://www.minedu.govt.nz/theMinistry/PolicyAndStrategy/TertiaryEducationStrategy.aspx>

The CPIT Annual Report 2009, Investment Plan 2011-2013, and other key documents are available on request or from our website www.cpit.ac.nz.

Attached to Job Description – see below

- Nomination/Application form
- Notice of Eligibility Declaration

Available on request – hr@cpit.ac.nz

- CPIT Strategic Plan 2011-2013
- Guiding Philosophy/ Kaupapa: Explanation of the Māori Terms
- CPIT organisation structure
- Biographies of current CPIT Council members
- Meetings Schedule 2011
- Excerpts from the Act

Enquiries

From 24 January 2011: Gay Sharlotte, Council Secretary, phone 03 940 8001 or email sharlotteg@cpit.ac.nz or hr@cpit.ac.nz



Nomination/Application for Membership of the CPIT Council

Nominee/Applicant Information

A Nominee's/Applicant's contact information

A1 Name Full name _____
Title Miss Ms Mrs Mr Other _____
Preferred name/known as _____

A2 Address for postal communications

A3 Phone Work _____
Home _____
Fax Work _____
Home _____
Mobile _____
Email Work _____
Home _____

B Curriculum vitae of nominee/applicant

This standard curriculum vitae should be prepared and signed by the nominee/applicant. A separately produced curriculum vitae may be supplied providing it clearly covers the areas set out below.

B1 Educational qualifications

B2 Academic, professional, or trade associations

B3 Employment history (please give the current and other most recent positions)

Organisation	From/to	Position held
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B4 General Governance experience (if any) (please give current and other most recent positions)

Organisation	From/to	Position held
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B5 Education experience in administration, management, or governance

Organisation	From/to	Position held
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B6 Management experience (if any) (please give current and other most recent positions)

Organisation

From/to

Position held

B7 Business ownership (if any)

Current involvement in business ownership

Other business ownership positions held

Organisation

From/to

Position held

B8 Finance and Strategic Planning

Details of experience in accounting or financial management

Involvement in strategic planning

B9 Research and Policy experience

Current involvement in research, policy writing or analysis

B10 Cultural awareness

Evidence of ability to work with other cultures

First language _____

Other languages _____

Leadership positions held

Organisation	From/to	Position held

B11 Community Connections

Community Service (please give current and other most recent positions)

Organisation	From/to	Position held

B12 Personal participation in continuing ("life-long") education

List personal and professional development education and training undertaken during the past 3 years

C References

Please provide the names of two people whom the Minister and/or the Council could contact to verify, clarify, or amplify the information provided in this nomination/application.

Please note that any such information sought and received from referees will be treated as "evaluative material" as defined by s29 of the Privacy Act 1993.

C1 Name of First Referee _____

Phone Work _____

Home _____

Fax Work _____

Home _____

Mobile _____

Email Work _____

Home _____

C2 Name of Second Referee _____

Phone Work _____

Home _____

Fax Work _____

Home _____

Mobile _____

Email Work _____

Home _____

D Declarations

List of Interests

Please list the businesses and organisations in which you have a material interest as defined. Please indicate in brackets the nature of your interest. For example:

Alternative Energies (Director and shareholder)
Smith's Engineering (Shareholder)
Bloggs Family Trust (Trustee)
Birdlings Flat Primary School (Board member)

Please attach extra pages as required.

Formal declaration

I confirm that the information provided in this nomination/application is true and correct.

I confirm that I am prepared to accept a position on the CPIT Council should I be invited by the Minister or Council to do so.

I know of no reason why I should not be considered for membership of the Council.

I understand that members of the Council must act in good faith and must exercise their own skill and judgement in the long-term best interests of the Institute and not represent or promote the views of a particular interest group.

I believe that there are no conflicts of interest between being a CPIT Council member and my other work and personal activities or relationships.

Signed _____

Dated _____

This nomination/application is endorsed by

Name of organisation _____

Signed

by authorised person _____

Dated _____

APPENDIX A

Notice of eligibility for appointment to the Christchurch Polytechnic Institute of Technology Council (the Council)



Position

I declare that I am standing for appointment by the Council as a member of the Council.

Eligibility (as per CPIT Statute 2010)

I declare that I am eligible for appointment in accordance with the Education Act 1989 and the requirements of this notice.

Duties and accountability for duties of members of Councils

I declare that I will fulfil the requirements as to the duties for council members as per section 222AH of the Education Act 1989.

I declare that I am aware of and accept the accountability measures for individual duties of council members as per section 174 (3) and 222AI of the Education Act 1989.

Protection of the Personal and Property Rights Act 1988

I declare that:

- 1 I am not subject to a property order under the Protection of the Personal and Property Rights Act 1988; or
- 2 there has not been made under that Act in respect of me a personal order that reflects adversely on my:
 - 2.1 competence to manage my own affairs in relation to my property; or
 - 2.2 capacity to make or to communicate decisions relating to any particular aspect or aspects of my personal care and welfare; or
- 3 I am not a bankrupt who has not obtained my order of discharge or whose order of discharge has been suspended for a term not yet expired or is subject to conditions not yet fulfilled.

Removal from office

I declare that I have not been removed from office as a member of a polytechnic council under section 222AJ of the Education Act 1989.

Conflict of interest

I declare that there is no conflict of interest for me undertaking this role, or *(delete one)*

I declare the following real or potential conflict of interest in being a member of the Council

but that this would not prevent me fulfilling my duties as a Council member pursuant to section 222AH of the Education Act 1989.

I will declare any future conflict of interest as it arises.

Criminal conviction

I declare that I have never been charged or convicted of a criminal offence (this includes charges pending), or *(delete one)*

I declare the following in relation to criminal convictions (existing and charges pending).

Other ITP Council membership

I declare that: *(delete as appropriate)*

I am a member of another ITP Council *(provide details)*

or

I am not a member of another ITP Council.

Name: _____

Signature: _____

Address: _____

Date: _____

<p>NB If you are shortlisted for interview you will be required to provide the name and contact details of two people who can verify the statements contained above and you may be required to complete an authorisation form for a police check.</p>
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Please return to:
hr@cpit.ac.nz
Gay Charlotte
CPIT Council Secretary
Christchurch Polytechnic Institute of Technology
PO Box 540
Christchurch 8140