



Position: **Full time, Permanent 1.0 FTE**  
Contract/Grade: **Grade 6 \$48, 097 - \$56, 585**

## 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 focused. 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.

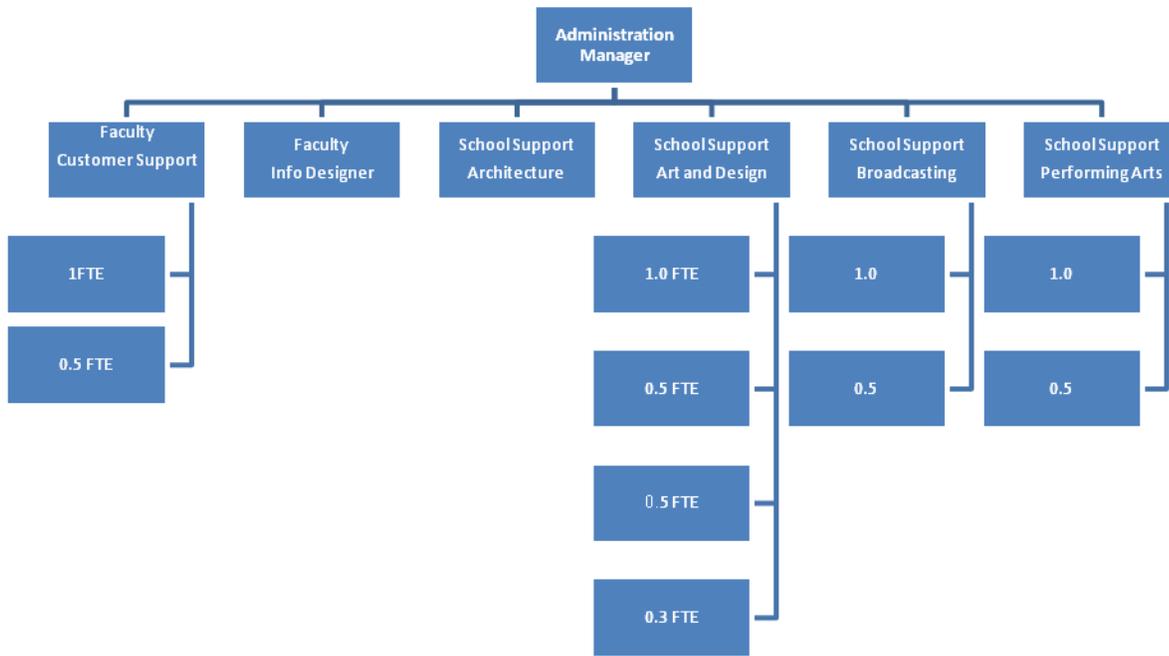
## FACULTY AND SCHOOL

The Faculty of Creative Industries is a new faculty at CPIT that opened for business on January 1, 2009. The Faculty is comprised of the Schools of Art & Design, Architecture, Performing Arts and the New Zealand Broadcasting School. The Schools house a range of programmes which operate at (NQF) Level 4 and above, including five degrees in: Architecture (BAS), Design (B.Des), Musical Arts (BMusArts), Performing Arts (Music Theatre) (BPA), and Broadcast Communications (BBC).

The Faculty attracts approximately 1100 EFTS per year, and employs approximately 100 full time equivalent staff academic staff, and technical/administrative staff. The vision of the Faculty is to provide the highest quality of applied education in New Zealand in its core areas of discipline expertise, and in a manner that best reflects the collaborative and converging practices of the wider Creative Industries.

The Schools and programmes in the Faculty, by and large, enrol students through a process of competitive selection. Places in all of the programmes tend to be highly sought after. This level of focus and success evident in the student body reflects the high quality staff that the Faculty employs.

## ORGANISATION STRUCTURE



### PRIME FUNCTION/PURPOSE OF THE JOB

The primary objectives of this role are to;

- Assist Faculty Managers to design and implement appropriate end-to-end processes related to the administration and reporting of programmes, programme outcomes, and student outcomes (including applications for RPL, CC and Advanced Standing).
- Ensure continuous improvement processes are developed to review and monitor the effectiveness of all processes related to the administration and reporting of programmes, programme outcomes, and student outcomes (including applications for RPL, CC and Advanced Standing).
- Oversee the publication of all Faculty academic results and ensure academic integrity of these results by liaising with and advising School Support teams
- Oversee the management of graduation processing for the Faculty by liaising with and advising School Support teams
- Oversee the loading and maintenance of assessments, outcomes, and awards for Faculty programmes by liaising with and advising School Support teams.
- Provide advice and/or design solutions for a range of information requirements relating to programmes/courses handbooks/course outlines/Faculty communication and a range of other information related to the core business of the Faculty.
- Ensure that all information related to Quality Assurance requirements of and within the Faculty is provided to appropriate staff as required.
- Provide direct support to the Faculty Academic Coordinator as required.

### DELEGATED AUTHORITY AND RESPONSIBILITIES

**Financial:** Nil  
**Human Resources:** Level 600 of the HR Delegations Schedule  
**Other:** Nil

### PROFESSIONAL PROFILE

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<b>ESSENTIAL</b>	<b>PREFERRED</b>
<b>Education/Qualifications/Knowledge:</b> <ul style="list-style-type: none"> <li>• A tertiary qualification in Information Design or a related discipline is essential to this role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a Tertiary Environment</li> </ul>
<b>Experience/Skills:</b> <ul style="list-style-type: none"> <li>• Experience in designing usable systems, processes and documentation that meet the needs of a diverse range of users.</li> <li>• Experience in researching effective design solutions and adapting them for a range of users.</li> <li>• Experience in managing documentation projects.</li> <li>• The ability to manage fluctuating workloads and to prioritise accordingly.</li> <li>• Experience in working with complex databases or records</li> <li>• The ability to combine attention to detail with an understanding of the bigger picture.</li> <li>• Organisation, planning and analytical skills.</li> <li>• An understanding of complex administrative systems and processes.</li> <li>• Competency in using a range of computer systems.</li> <li>• A commitment to active and continuous improvement.</li> <li>• The ability to initiate, understand and analyse reports and to make adjustments when needed.</li> <li>• Highly effective written and oral communication skills.</li> </ul>	
<b>Personal Attributes:</b> <ul style="list-style-type: none"> <li>• A strong commitment to customer service.</li> <li>• The ability to work as a senior member of a diverse team.</li> <li>• A willingness to share knowledge and best practice.</li> <li>• A commitment to ongoing training and development.</li> <li>• An understanding of the importance of confidentiality.</li> <li>• A highly professional outlook.</li> <li>• Impeccable honesty and integrity.</li> <li>• A high level of attention to detail and flexibility.</li> <li>• The ability to work without supervision and with initiative.</li> <li>• The ability to cope with competing demands.</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; environmental awareness and sustainability; health and safety; IT literacy.</li> </ul>	

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Faculty Academic Coordinators</li> <li>• Head of Schools</li> <li>• Programme Managers</li> <li>• Programme Leaders</li> <li>• Faculty Academic Staff</li> <li>• Faculty Administration Team</li> <li>• Central Academic Records Staff</li> <li>• Information &amp; Enrolments team</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• ITPQ</li> <li>• NZQA</li> <li>• ITOs</li> </ul>

KEY TASKS	EXPECTED RESULTS
Provide direct support to the Faculty Academic Coordinator in the development of programme related documentation	<ul style="list-style-type: none"> <li>• Programme documentation is produced in a timely and effective way, utilising current information design best practice.</li> </ul>
Assist in the design and implementation of appropriate end-to-end processes related to the administration and reporting of programmes, programme outcomes, and student outcomes (including applications for RPL, CC and Advanced Standing).	<ul style="list-style-type: none"> <li>• Schools have usable, functional and effective processes that meet CAR requirements for administering programmes and programme/student outcomes.</li> </ul>
Ensure continuous improvement processes are developed to review and monitor the effectiveness of all processes related to the administration and reporting of programmes, programme outcomes, and student outcomes (including applications for RPL, CC and Advanced Standing).	<ul style="list-style-type: none"> <li>• There are processes in all Schools and across the Faculty used to improve reporting processes for programmes</li> </ul>
Provide advice and/or design solutions for a range of information requirements relating to programmes/courses handbooks/course outlines/Faculty communication and a range of other information related to the core business of the Faculty.	<ul style="list-style-type: none"> <li>• Faculty and School information is developed with full consideration of the end use and the end user.</li> <li>• Faculty and School information looks contemporary and professional and has a (reasonably) parallel design strategy evident.</li> <li>• Administration staff are provided with templates and exemplars to assist in developing their own design knowledge and skills.</li> <li>• New and/or one-off documents are designed and developed as required and training is provided to relevant staff for their use.</li> <li>• Academic staff are supported to develop resources that meet the principles of information design.</li> <li>• Administrative staff are regularly advised on new information or research in the area of effective information design.</li> <li>• All programme and course-related information is peer-reviewed by the Faculty Information Designer, and recommendations are made on improving usability or the look of the information as required.</li> </ul>
Design, implement and review version and document control processes for the Faculty	<ul style="list-style-type: none"> <li>• A Faculty wide system for ensuring document currency and integrity is developed and implemented.</li> <li>• Training on version/document control and management is developed and implemented across the Faculty as required.</li> <li>• A register of authorised access and levels of editorship is maintained and</li> </ul>

	updated regularly.
Oversee Jasper Loading/Maintenance	<ul style="list-style-type: none"> <li>• Work with the Administration Manager to load programmes, courses and award information accurately and efficiently, and in a timely manner</li> <li>• Load delegated course approvals into Jasper in liaison with the FAC, Admin Manager and CAR staff</li> <li>• Update course outcomes in accordance with programme and course change approval processes</li> </ul>
Design, implement and review systems for the School's to manage their student academic records.	<ul style="list-style-type: none"> <li>• Design, implement and review the functionality of appropriate systems and procedures for the processing of results, in conjunction with other Faculty members, in accordance with policies and external guidelines</li> <li>• Design and distribute an annual timetable of final result due dates and print dates in a timely fashion, for all programme results</li> <li>• Design and distribute an annual planner identifying key targets and deadlines that align to CAR deadlines</li> <li>• Design, implement and review processes for ensuring that all School RPL, cross-credit and Advanced Standing processes are managed efficiently and accurately and are reported on to Faculty Board.</li> <li>• Design, implement and review processes for ensuring that Credit Recognition, Aegrotat, Extension, Reconsiderations and alternative assessment applications are tracked and accurately recorded in Jasper in accordance with CPIT policies and procedures by School Administrators.</li> <li>• Design, implement and review processes for ensuring Schools produce appropriate attendance or attainment documentation as required, in accordance with agreed timelines</li> <li>• Identify ongoing training needs for self and others related to this broad area of work.</li> <li>• Design, develop and deliver training on all areas of relevance for other Faculty and School staff as required.</li> <li>• Design, implement and review processes for ensuring examination results are processed efficiently and in a timely manner in the Schools.</li> <li>• Design, implement and review</li> </ul>

	<p>processes for recording, validating and batching of records and results (including ITO results) is managed in conjunction with CAR in the Schools.</p> <ul style="list-style-type: none"> <li>• Ensure that a secure filing system of results and result related applications is maintained in a manner that meets external audit requirements</li> <li>• Respond to student and staff requests related to awards and assessments in a professional and timely manner.</li> <li>• Develop and maintain relationships between stakeholders of this role (e.g. CAR, other Faculty admin teams, external stakeholders)</li> </ul>
Graduation	<ul style="list-style-type: none"> <li>• Design systems for the Schools to ensure that CAR deadlines for graduation are met in a timely manner</li> <li>• Design Award rules for the Faculty that are accurately set up and maintained in the Schools.</li> <li>• Ensure Schools can complete qualification completion lists in a timely manner.</li> <li>• Assist the Schools to ensure that students due to complete National Qualifications are provided with NZQA award application forms and clear guidelines regarding the process for this.</li> <li>• Ensure that the Programme Managers/Programme Leaders and School Administrators are assisted in assembling material regarding potentially graduating students.</li> </ul>
Jasper	<ul style="list-style-type: none"> <li>• Ensure that changes to programmes, awards, courses and assessments are made in accordance to CPIT policies and processes, and in liaison with the Schools, FAC, Admin Manager, CAR and the Jasper team (where appropriate)</li> </ul>
Historical Results	<ul style="list-style-type: none"> <li>• Ensure that historical results are prioritised and translated into Jasper, in accordance with the Dean and/or HOS, Admin Manager and CAR office as required.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Develop and maintain a comprehensive understanding of CPIT Academic Board Assessment and Moderation Policy, ITPQ/NZQA requirements and external agency requirements is maintained and</li> </ul>

	<p>demonstrated</p> <ul style="list-style-type: none"> <li>• Ensure that regular reports are produced, showing trends, processes, issues and statistical information (as directed) for the purposes of planning and monitoring</li> <li>• A range of additional administrative duties are undertaken in a flexible manner to support equitable workloads within the faculty at peak times</li> <li>• Ensure job description information for this role is kept up to date.</li> <li>• Any other duties are carried out that may reasonably be required</li> </ul>
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**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 Faculty of Creative Industries Administration Manager.

**APPLICATION DETAILS**

Applications for appointment are accepted through our online recruitment system.

***Applications Close  
Wednesday 31 March 2010***

*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.*