

Academic Division



**Academic Advisor
Academic Evaluation Unit**

Position: Permanent Proportional 0.5 FTE
Contract/Grade: Academic Specialist

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.

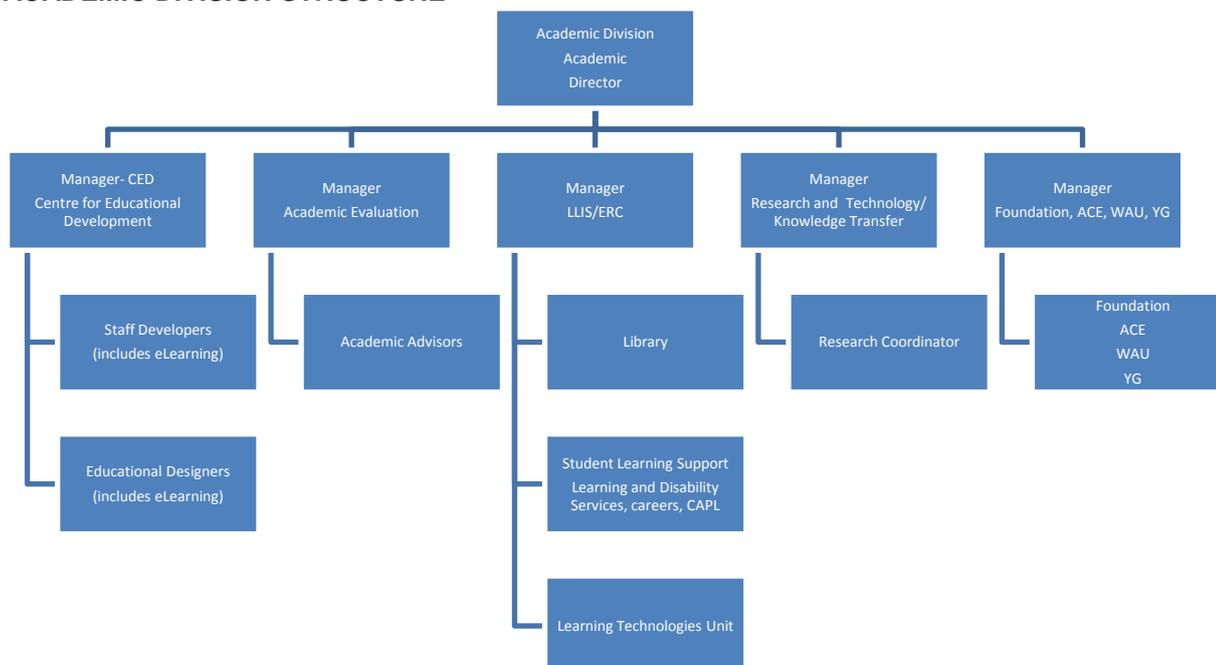
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi (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.

ACADEMIC DIVISION

The Academic Division is responsible for the Centre of Educational Development, Academic Evaluation, LLIS/ERC, Research, Foundation, Academic Quality, Research and Technology Transfer within CPIT. It works in partnership with Faculties, Divisions and other organisations to ensure CPIT's educational offerings, student and staff support, research and technology transfer are of the highest quality.

ACADEMIC DIVISION STRUCTURE



DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: level 500 of the HR Delegations Schedule
Other: Special admissions (delegated from Academic Board)

PRIME FUNCTION/PURPOSE OF THE JOB

The focus of the position is to provide academic advice, working in partnership with Faculties and the Academic Division, to ensure that the CPIT core values* are met in all educational activities.

*see the Kaupapa document

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications/Knowledge: <ul style="list-style-type: none"> • Appropriate undergraduate qualification for the applicants teaching field • Teaching qualification and experience at tertiary level 	Post-graduate qualification in appropriate discipline
Experience/Skills <ul style="list-style-type: none"> • Extensive educational background and experience, • Demonstrated educational expertise within the key tasks of the role • Excellent written and verbal communication skills that demonstrate organised, analytical thinking. • Appropriate technical/IT skills • Demonstrated abilities in programme approval processes including reviewing the work of others. • Demonstrated understanding of and support for CPIT's Quality Management processes including academic policies and procedures. • Demonstrated leadership experience 	Broad teaching experience with focus at tertiary level
Personal Attributes: <ul style="list-style-type: none"> • Superb organisational skills, including setting and meeting realistic deadlines • Ability to effectively work with teams and individuals across the Institution. • Credible, empathetic and self-confident • Competent at functioning at strategic and operational levels. • Flexible; demonstrates a willingness to adapt and adjust decisions as required. 	

KEY FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> • Faculty Deans • Heads of Schools & Academic Managers • Programme Managers/Leaders/Coordinators • Centre for Educational Design • Academic Division Staff • Faculty Administration Managers • Central Academic Records • Student Information Systems Manager 	External <ul style="list-style-type: none"> • Accrediting, approval and regulatory bodies as appropriate • Other ITP's • Industry Training Organisations • Tertiary Alliance NZ (TANZ) • METROs

KEY TASKS	EXPECTED RESULTS*
<ul style="list-style-type: none"> • Advise Deans, Heads of Schools and Programme Managers/Coordinators on academic matters such as implementation of academic policies; development and monitoring of sound academic procedures to ensure educational imperatives are given priority through Faculty Board. 	<ul style="list-style-type: none"> • The Institution has appropriate procedures in place, and where appropriate outcomes are reported to Faculty Board. • Appropriate academic policies are implemented and maintained.
<ul style="list-style-type: none"> • Be part of the CED project teams for development and review of programmes. 	<ul style="list-style-type: none"> • Programmes developed and reviewed according to Institutional guidelines and timeframes.
<ul style="list-style-type: none"> • Advise Faculties on programme change requests. 	
<ul style="list-style-type: none"> • Find solutions to a range of academic issues that may include (but not limited to) Graduation eligibility Transition 	<ul style="list-style-type: none"> • Academic queries including programme regulation interpretations, award enquiries, transition plans, and resolved appropriately and with acceptable timeframes.

Entry criteria Result queries Errors in documentation	
• Work with Faculties implement the self-assessment and evaluation based QA system (SAEER) including participation in the APER process	• SAEER implemented over 1 or 2 years. • Documented evidence of continuous improvement.
• Advise on compliance with external and internal moderation requirements, as well as processes for following up on any issues identified by that process and implementing improvements.	• Moderation requirements met, and results used for improvement.
• Work with Faculties and Academic Division to ensure that external accreditation requirements are met.	• Appropriate accreditations are held. Documented evidence of improvements from recommendations.
• Act as mentor/coach to other academic staff	• Increased staff capability
• Contribute to relevant committees including Faculty Boards.	• Active participation in committee meetings • Assist Dean to help ensure that Faculty Board operates within Terms of Reference
• Contribute to cross-institution projects.	• Project milestones and outcomes met.
• Participate in planning and strategic direction including quality improvement initiatives	• Quality improvements are realized.
• Provide support for global processes which may include: <ul style="list-style-type: none"> ○ Special admission ○ Coordination of NZQA moderation ○ Student Surveys ○ Projects such as Words Add Up ○ Active member of appropriate committees 	
• Participate in other projects and activities as appropriate	

NOTES:

*Note that this position is not intended to replace the academic responsibilities and duties of other staff within the Faculties. It is an educational, not an administrative, position.

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, Academic Advisors may be required to accept and carry out other relevant duties as assigned by the Academic Director.

ADDITIONAL 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 staff appraisal process in relation to job performance. All staff are required to take part in the process.

3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

4. 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.

5. 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 e.g. a hearing test for those involved in engineering workshops.

6. Probationary Period

Every academic staff member 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.

7. Intellectual Property

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

8. 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. If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement and we can mutually agree the terms and conditions.

9. Equal Opportunities Employer

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications close
Friday 14 May 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.