

Lecturer - Midwifery

Position: Permanent 0.3 Proportional FTE West Coast
Contract/Grade: Academic Staff Member Grade

INTRODUCTION

CPIT is one of New Zealand’s largest tertiary education institutions. With two modern campuses, 1500 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.

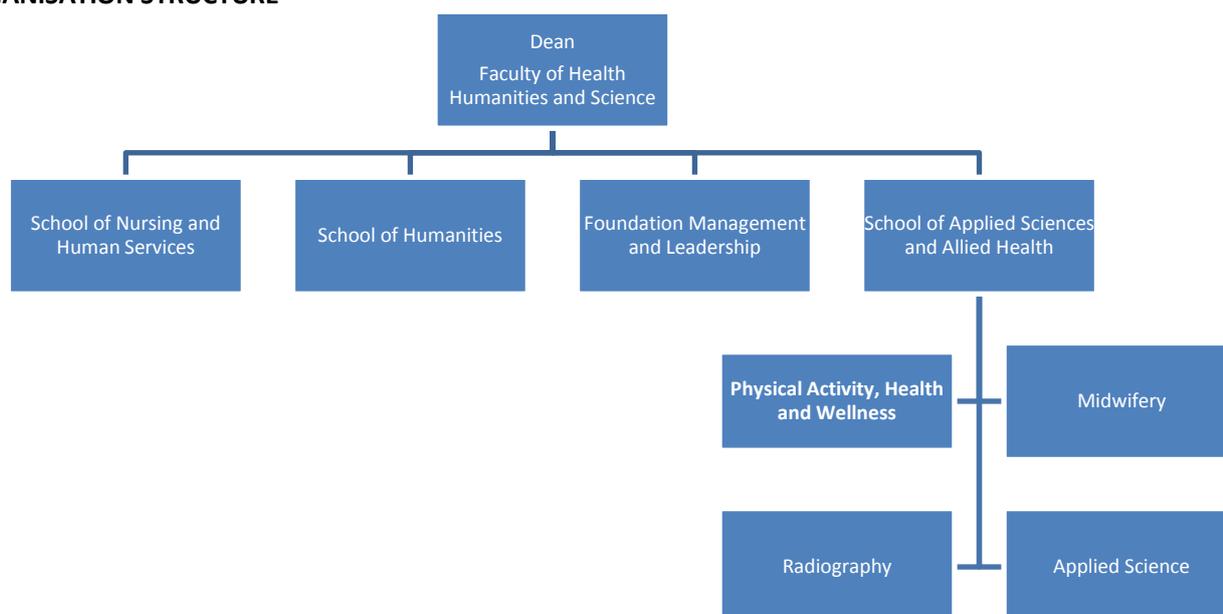
CPIT’s city campus is based in the heart of Christchurch – a beautiful, cosmopolitan city located in the South Island, with a population of around 400,000 people. As part of Christchurch’s bustling fashion and cultural hub, CPIT’s Madras Street campus is close to numerous cafés, shops and entertainment 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.

CPIT is proud of its strong reputation amongst New Zealand educational institutes and so much of its success is due to the quality and expertise of its staff. CPIT’s management team is committed to encouraging staff grow within their roles, and participate in ongoing training and development relevant to their needs. 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.

SCHOOL INTRODUCTION

The Midwifery lecturer/ Student Practice Facilitator was a new position created to assist in the implementation of the new Bachelor of Midwifery undergraduate degree which was jointly developed by the Schools of Midwifery at CPIT and Otago Polytechnic. Historically midwifery education in the South Island has been provided exclusively in the two main centres, Christchurch and Dunedin. From 2009 satellite areas were established in regions beyond the main centres to enable students in regional areas the opportunity to access a midwifery programme without having to leave their own communities.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The Midwifery Lecturer/ Student Practice facilitator is responsible for facilitating practice opportunities, liaising with practitioners in practice areas, providing tutorials, undertaking student assessments and providing supervision, guidance and pastoral care to students located in satellites. The role also includes teaching in the intensives held in Christchurch and facilitating on- line sessions.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: In accordance with the Finance delegations and as advised by your manager.

Human Resources: Level 600 position - delegations in accordance with the HR delegations.

Other: As advised by your manager.

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications/Knowledge:</p> <ul style="list-style-type: none">• New Zealand Registered midwife with a current Annual Practicing Certificate (membership of NZ College of Midwives)• Master's degree or near completion; recognized relevant teaching experience (or willingness to achieve this); understanding of cultural safety.	<ul style="list-style-type: none">• Evidence of working with student midwives in clinical or academic settings.• Teaching qualification
<p>Experience/Skills</p> <ul style="list-style-type: none">• Minimum of 5 years post registration midwifery experience; recent involvement in the provision of continuity of care as a Lead Maternity Carer; Excellent written and verbal communication skills• Proven organizational skills• Ability to relate to diverse range of people• Ability to build sense of professional collegiality between the midwifery community and student midwives and School of Midwifery.• Ability to and confidence to work independently of "home" institution• Be skilled at planning and organisation and be willing to go the extra mile to get things done	<ul style="list-style-type: none">• Computer literacy and experience with e-learning• Research experience or demonstrated experience of working in an evidence based practice environment• Evidence of engagement in professional activity.
<p>Personal Attributes:</p> <ul style="list-style-type: none">• Be approachable and personable in dealing with other people• Shows initiative• Has strong connections with established midwifery networks• Can demonstrate an ability to reflect in and on practice.• Demonstrate a commitment to ongoing professional development• Able to work in a team environment/collegiality	

KEY FUNCTIONAL RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none">• School of Midwifery• Staff Development• Human Resources• Library and Learning Services• IT Division	<p>External</p> <ul style="list-style-type: none">• Other Polytechnic / ITP liaison as required• NZ College of Midwives• Midwifery Council

KEY TASKS	EXPECTED RESULTS ASM
<p>1. Teaching Manage the teaching and learning situations in selected programmes and courses:</p> <ul style="list-style-type: none"> • Bachelor of Midwifery • Short Courses for Registered Midwives 	<p>1.1. 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.</p> <p>1.2. Creation of an environment conducive to learning and where students are motivated to learn.</p> <p>1.3. Effective use of a variety of appropriate teaching and learning strategies.</p> <p>1.4. Effective organisation/development/deployment of learning resources.</p> <p>1.5. Maintenance of academic quality standards.</p> <p>1.6. Provision of regular, effective feedback to students regarding progress and achievement. This includes:</p> <ul style="list-style-type: none"> • Setting and marking of student assessments (eg practical tests, assignments, test papers, internal examination papers) within School quality deadlines. • 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.
<p>2. Student Responsibilities Academic Staff will exhibit genuine concern for students as individuals and members of the class/course/programme.</p>	<p>2.1. Maintains professional relationships with students to help meet individual learning needs.</p> <p>2.2. Learning guidance provided to students within and outside the classroom context, as appropriate.</p> <p>2.3. Recognises student learning difficulties and arranges for appropriate support (e.g. referral to learning assistance, including NESB assistance; referral to career, course or personal counselling; referral to student loan/scholarship support).</p> <p style="padding-left: 40px;">SASM: Plans and implements strategies for improvements to assist those with learning difficulties.</p> <p>2.4. Provides support and assistance to resolve conflict between students.</p> <p>2.5. Practise in non-racist and non-sexist ways and sensitivity to students and colleagues with special needs demonstrated.</p>
<p>3. Planning and Development Academic Staff will contribute to planning and development activities in relation to courses, programmes, the School, Faculty and CPIT.</p>	<p>3.1. Contributes vision and innovation to the work team.</p> <p>3.2. Develops course materials.</p> <p>3.3. Contributes to course and programme development.</p> <p>3.4. Contributes to ongoing planning within the School and Faculty.</p> <p>3.5. Contributes to marketing activity in and on behalf of the School/Faculty/CPIT.</p>
<p>4. Administration Complete administration requirements promptly.</p>	<p>4.1. Plans and co-ordinates the administration requirements of the courses and programmes taught, (including work experience, where required</p>

	<p>by the curricula,) in accordance with School/Faculty/Programme requirements.</p> <p>4.2. Contributes to course, workgroup and other relevant meetings of staff.</p> <p>4.3. Completes student and course/programme records accurately and forwards them to Faculty Administration, as required. (e.g. attendance records, assessment results)</p> <p>4.4. Completes all personal administration records accurately and forward them to the Head of School (e.g. leave forms, leave planners, work time records).</p> <p>4.5. Follows all policies, practices and procedures of the School, Faculty and CPIT.</p> <p>4.6. Participates in organisational systems, such as appraisal.</p>
<p>5. Research Actively contribute to the research outputs of the school, including publication and presentation.</p>	<p>5.1. Participates in school research activities.</p> <p>5.2. If employed on research conditions, delivers the research outputs negotiated.</p> <p>5.3. Maintains own discipline currency and ability to integrate new discipline knowledge and evidence into teaching and learning practices.</p>
<p>6. Professional Commitment Maintain professional currency and teaching skills suitable to the role of educator and which support CPIT's quality objectives.</p>	<p>6.1. Maintains professional relationships with staff to further overall objectives of the School, Faculty and CPIT.</p> <p>6.2. Develops and maintains communication and support networks within work experience organisations, as required.</p> <p>6.3. Maintains professional relationships and liaison with staff in other tertiary institutions, as appropriate.</p> <p>6.4. Contributes to external moderations processes as required.</p> <p>6.5. Maintains professional relationships with industry an relevant professional organizations</p> <p>6.6. Plans and negotiates use of development time with the Head of School to meet teaching development needs, CPIT's learning profile needs and professional currency needs.</p> <p>6.7. Implements these negotiated programmes for own professional development</p> <p>6.8. Represents the course/programme/School in meetings or industry gatherings as required.</p> <p>6.9. Liaises with consumer groups and representatives to seek their feedback and input into the courses and programmes taught, as required.</p> <p>6.10. Responds to feedback</p> <p>6.11. Uses feedback on performance from students, peers and Head of School to identify own educational needs and finds opportunities to meet these</p> <p>6.12. Seeks and uses opportunities to maintain professional credibility and competence</p> <p>6.13. Evaluates and reflects on own practice in order to identify directions and strategies for improvement</p> <p>6.14. Participates in the broader professional and academic life of CPIT.</p> <p>6.15. Maintains Annual Practicing Certificate ensuring clinical currency</p>

<p>7. Contribution to CPIT Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.</p>	<p>7.1. Compliance with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter.</p> <p>7.2. Participates in activities seeking staff opinion and feedback, as requested.</p> <p>7.3. Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.</p> <p>7.4. Participates in committees/working groups, as required.</p> <p>7.5. Contributes and participates in projects from time to time.</p> <p>7.6. Performs other duties related to an academic staff member's role, as may be reasonably required from time to time.</p>
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ADDITIONAL 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 Head of School – Applied Science & Allied Health.

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 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.

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 Tertiary Education Union (TEU, formerly 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 (TEU 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
15 October 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.