

JOB DESCRIPTION

Corporate Services; Information Technology Division

Division Administrator/PA to Division Head

Position: Full time, permanent (Job Share may be considered)
Grade and Salary: Grade 4 / 5 Salary range \$35,333 to \$47, 030

BACKGROUND INFORMATION

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 30,000 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 te whale Pasefika.

Over 1800 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.

INTRODUCTION

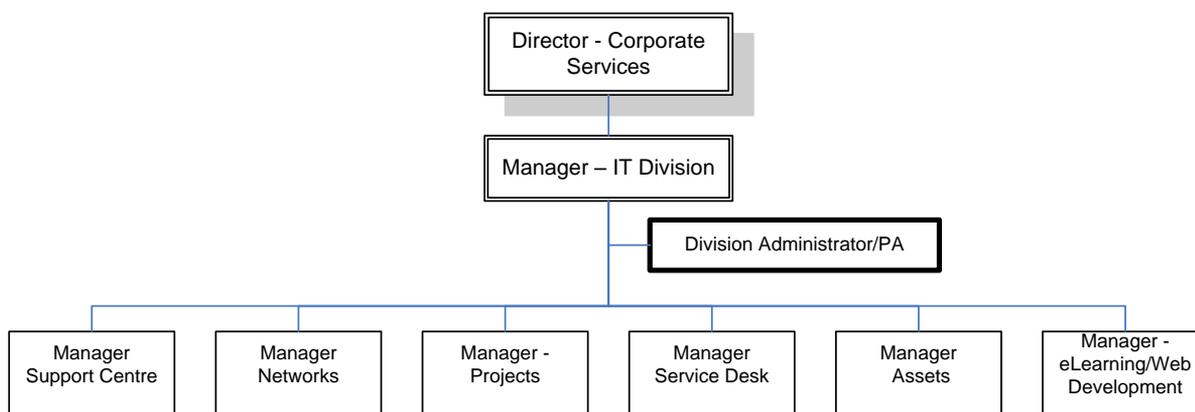
The Information Technology Division comprises 31 people, involved in all facets of IT implementation, design, development, and support.

The mission of our IT Division is to provide strategic planning, development and management of the Institution's ICT infrastructures, and the provision of IT technical, eLearning and Web support for staff and students that is sustainable.

The Vision of the IT Division is to ensure that CPIT ICT and eLearning infrastructure:

- supports innovation and creativity
- is flexible, reliable and up-to-date
- is supported by a motivated, customer focused team
- delivers a sustainable added value service to staff and students

ORGANISATION STRUCTURE



PRIMARY OBJECTIVE

To provide administrative support to the IT Division Head and the IT Division.

PROFILE

The successful candidate will demonstrate experience in the following:

- Advanced Microsoft Office/Administration
- Administration of a large department and handling of delegated authority
- Proven people management skills
- Dedication to delivering quality service
- Proof reading skills
- Development, implementation and maintenance of administrative systems
- Experience using accounting system - invoice processing/internal charge processing

The successful candidate will demonstrate the skill/ability to

- Reply to correspondence, prepare reports and make recommendations
- Communicate through the spoken word clearly and concisely. Sound telephony skills
- Be empathetic and supportive, to pick out important information and give back to others.
- Demonstrate personal discipline in the effective use of effort and time.
- Work effectively with a minimum of supervision
- Originate new ideas or methods; to work effectively without full time supervision
- Work under pressure and meet deadlines.
- Personal need to achieve the objectives and reach successful conclusion.
- Demonstrate the drive to accomplish results.
- Respond appropriately to different situations, people and ideas.
- Deliver a quality service to the customer

RESPONSIBLE TO

- Manager – ICT Division

RELATIONSHIPS WITH

- IT Division Management and Staff
- Finance Division Staff
- Faculty and Division Staff as required
- Telecommunications Providers
- CPIT Business Partners

KEY TASKS/EXPECTED RESULTS

1. To provide administrative support to the Manager ICT and Division Staff

Maintain the correspondence and filing systems.

- Filing is kept up to date.
- Receive and distribute incoming mail.
- Process outgoing mail.
- Assistance with software administration

Electronic document support

- Formatting and production of department documents.
- Document processing for staff as required.
- Proof read reports prepared by the IT Division Head and department Managers

Receptionist duties

- Ensure a friendly and helpful reception service is provided for both telephone enquiries and visitors

Coordinate activities

- Make travel arrangements for staff within the Division
- Coordinate staff training for the Division.
- Coordinate staff social functions

2. To process accounts associated with the purchase and recharge of Information Technology equipment and services.

Audit and recharge telecommunications services

- Check monthly Telecommunications invoice for any exceptions.
- Coordinate recharge of Telecommunication services to appropriate Faculty and Divisional T1's.
- Coordinate resolution of invoice variations with the Telecommunications supplier.

Process monthly PC lease and depreciation recharges

- Monthly reconciliation of PC numbers by cost center.
- Monthly recharge reports by cost center prepared and reports distributed to appropriate cost centers.
- Monthly recharge schedule prepared for entry into the finance system.

Processing financial journals

- Coordinate journals to correct financial transaction errors, as requested by the IT Division Head
- Coordinate printouts of financial transactions as requested by the IT Division Head
- Prepare schedules for recharging of IT equipment purchased on behalf of Faculties and Divisions (T1 – DTTCO)
- Monthly reconciliation of DTTCO T1 account
- Recharge to appropriate Faculty T1's staff printing costs

3. To provide administrative support to the IT Division Head

Support the IT Division Head in the smooth running of the Division.

- Provide information, clarification and undertake a level of responsibility in the absence of the IT Division Head.
- Record minutes at IT management and Budget Monitoring meetings.
- Maintain appointments and alert the IT Division Head of pending events.
- Update Information policies manual.
- Monitor staff leave and professional development plans
- Monitor incoming mail, action or respond in writing where appropriate.
- Identify ways in which the efficiency of the Division can be improved and plan appropriately.
- Purchase of Divisional stationary, paper, and kitchen supplies.
- Management and reconciliation of petty cash.
- Management of the review process for Divisional internal policies.

Manage preparation of Divisional Payroll data

- Coordinate Divisional timesheets and forward to Payroll each fortnight.
- Coordinate overtime documents and submit to Payroll for payment.
- Coordinate documentation of annual and sick leave returns.

The above statements are 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 Division Head.

FOR YOUR INFORMATION

1 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2 Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

3 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.

4 Health and Safety

Applicants for positions are asked to declare any 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 shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment 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.

5 Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union, the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires.

CPIT's Allied Staff Collective Employment Agreement (01 April 2007 – 31 March 2009) will be offered in the first instance.

A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

APPLICATION DETAILS

Applications for Appointments – Allied Staff forms must be marked:

PA/Division Administrator

Ref No: DT3093

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03-9408623
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Applications Close
10 April 2008***

The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.