Corporate Services Division
Information Technology

CPIT
CHRISTCHURCH POLYTECHNIC INSTITUTE OF TECHNOLOGY Te Wānanga o Ōtautahi

Web Developer - Student Internship

Position: Student Internship; Fixed term to 19 December 2008
Salary: Grade 2; $14.68 per hour + 8% Holiday pay

INTRODUCTION

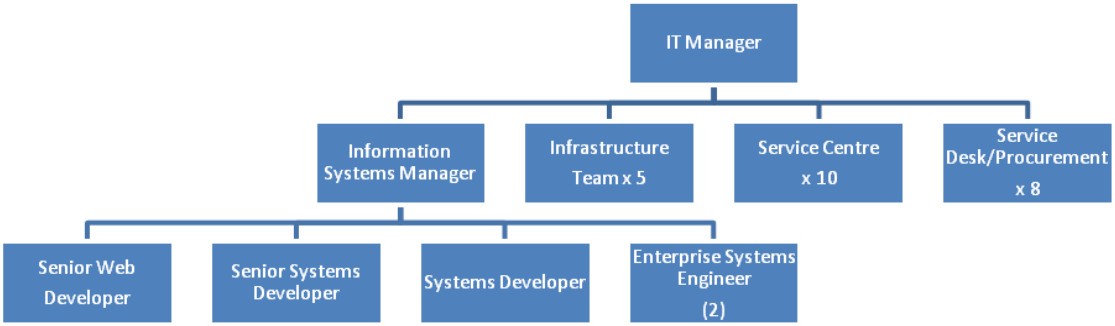
Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined 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 Fale Pasifika.

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.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

To assist web development team with the development of CPIT Web sites

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: None
Human Resources: None
Other: None

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications:	
• Enrolment in a relevant CPIT programme	• Computing or Design

Experience/Skills/Knowledge	
• Competence in web publishing and application of web technologies • Experience with HTML, XHTML, XML & CSS • Experience with general web page layout and design using tools such as Photoshop and Indesign.	• Some experience with languages such as PHP, Javascript, and skills using MS SQL or MySQL an advantage • A knowledge of Object Oriented paradigms and Service Oriented Architecture an advantage
Personal Attributes: • Good interpersonal skills and an interest in assisting clients with the development of their online web based presence, ensuring delivery of value to their stakeholders. • Dedication to delivering quality service • Excellent communication and time management skills	• Ability to facilitate several activities concurrently, and operate effectively and collegially across disciplines & teams

KEY FUNCTIONAL RELATIONSHIPS	
Internal • Consulting with Allied and Academic staff within the Institution.	**External**

KEY TASKS	**EXPECTED RESULTS**

• Assist the Senior Web Developer with the development of CPIT web sites.
• Assist with the building of online materials and resources by:
  o Assisting staff with needs analysis and development of web site structure and design.
  o Assisting Institute staff with updating and maintenance of information for which they are responsible
  o Undertaking testing work on development projects.
• Work flexibly in a dynamic environment to ensure priorities are acknowledged and given due attention.
• Work collegially to meet CPIT objectives and project timelines.
	• Development of CPIT web sites which deliver accurate information as required by clients and high quality experiences to site users.

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 Information Systems Manager.

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 and time is provided to achieve the plan.

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 tender 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/shedecide 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 List 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.

6. Terms and Conditions of Internship

This employment agreement is for paid work experience for CPIT students and is work experience undertaken concurrently with an approved programme of learning of at least two (2) years in duration. Students will be expected to confirm eligibility by providing evidence of enrolment status and attendance in class for at least 10 hours per week. Discontinuing the course or programme means discontinuing the internship and work experience. An employment agreement will be within an academic period (semester, term or duration of a programme) and may be renewed for a maximum of a further term subject to enrolment status and staffing requirements.

Note: Student interns are not eligible for staff fees discounts.

7. 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.

ADDITIONAL INFORMATION

APPLICATION DETAILS

Applications for appointment must be marked:

Intern – Web Developer **Ref: DT3282**

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

Applications Close
Monday 4 August
12.00pm

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.