

Manager – Key Skills

Position: Permanent 1.0 FTE
Contract: Individual Agreement

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.

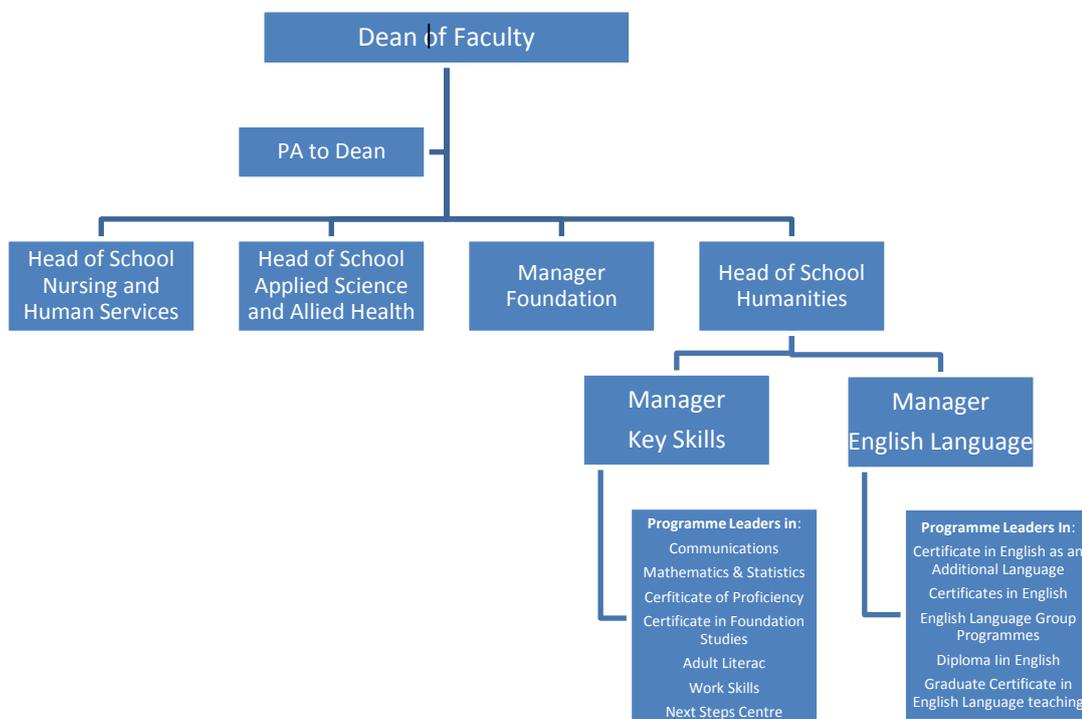
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1500 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.

SCHOOL OF HUMANITIES

The School of Humanities was established in May 2008 and encompasses the areas of English Language teaching & training, International Languages, Adult Education, Communications, Maths & Statistics and Foundation Education, including specific programmes for Adult Literacy & Numeracy, Work Skills for intellectually disabled learners and second chance learning for women. In total around 700 full time equivalent students, the school is the second largest in CPIT. This diverse group of programmes reflects a focus on current national thinking around foundation education, a strong international focus and an emphasis on academic quality and rigour. The Manager, Key Skills is one of two new roles which will ensure that all the management and leadership activities required to help shape the future direction of the school are achieved. The Managers will support the Head of School and Programme leaders to provide quality teaching and support to staff and to help ensure maintenance of the school's high standards of academic delivery.

ORGANISATION STRUCTURE



DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial:	As delegated
Human Resources:	As delegated
Other:	As delegated

PRIME FUNCTION/PURPOSE OF THE JOB

The Programme Manager is an academic management role responsible for the leadership and monitoring of a programme/s as assigned including assisting the Head of School in the development of the programme/s, delivering the outcomes that are contained in the programme/s document/s and ensuring that the delivery of the learning outcomes is of a standard that meets/exceeds student expectations. The post holder will work co-operatively and collaboratively with other managers, staff and stakeholders to achieve the School's and Faculty's objectives and CPIT's mission and vision. The position requires the incumbent to:

- Assist the Head of School to strategically plan the assigned programme/s' future focus
- Manage the day to day activities required to deliver the strategic and operational objectives of the sections and their programme.
- Demonstrate a learner/learning focus and customer service "ethos" throughout the development and delivery of the programme/s.

The role will include workload planning, resource allocation, performance development and monitoring, budget development and monitoring and academic quality and compliance. The role combines business management with academic and staff leadership. The position is primarily focused within the School in assisting with the strategic and operational management of the assigned sections in alignment with the School and Faculty goals.

The scope and complexity of the role will inform the teaching component activities expected of the incumbent and the academic leadership function will be supported by the SASMs and PASMs in the Programme/s. The Head of School will determine the appropriate level of teaching for this position. The incumbent will have or will develop a regional profile with stakeholders and will represent CPIT as delegated.

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications: <ul style="list-style-type: none"> • Certificate in Adult Teaching or equivalent • Appropriate academic qualification (Degree level) 	<ul style="list-style-type: none"> • Postgraduate Degree/Certificate • A qualification in Adult Literacy/Numeracy or related area

<p>Experience, Skills and Knowledge:</p> <ul style="list-style-type: none"> ● Supervision and/or management of staff ● Budget development and management ● Developing and maintaining productive links with relevant industry groups, and other stakeholders. ● Planning, leading and managing change processes ● Academic leadership including experience in the development and operation of academic trade qualifications ● Adult teaching ● Coordinating, developing and managing change in programmes and courses ● Report writing ● A high level of skill as an educator ● Knowledge and competence in the use of institutional systems and processes ● Has the ability to both lead and contribute to the development of new initiatives ● Can develop, monitor and take appropriate action to manage trends ● A demonstrated awareness of equity, cultural and bicultural issues and a commitment to biculturalism and the ability to translate these into action. ● Understanding of and involvement in academic processes in the TTP sector ● Excellent motivator ● Skilled in the use of Microsoft Office with emphasis on Word and Excel. ● Excellent time manager ● Excellent ability to prioritise ● Solves problems 	<ul style="list-style-type: none"> ● Leading multi and cross functional teams ● Involvement in successful staff development
<p>Personal Attributes and Attitude:</p> <ul style="list-style-type: none"> ● Has professionalism, flexibility and a willingness to learn ● Is credible and self-confident ● Excellent communication skills including the ability to negotiate ● Works to understand others and help others in flexible ways ● Works cooperatively and collaboratively with others ● Has good self-control and has appropriate expectations of self and others ● Demonstrates initiative, flexibility and assertiveness ● Dynamic ● Versatile and flexible ● Can-do attitude while working within constraints 	<ul style="list-style-type: none"> ● Has a passion for teaching & learning at tertiary level

KEY TASKS	EXPECTED RESULTS
<p>Supervision and Management Responsibility for cross and multifunctional teams as delegated by the Head of School (HOS).</p>	<ul style="list-style-type: none"> • Participates in the strategic planning of the portfolio of programmes in the School • Lead and team-build in order to draw together a range of staff into a harmonious team and maintain/enhance the prestigious position of the School. • Provides timely induction to new staff to the sections. • Conducts staff appraisals and as appropriate initiates performance management processes • Assigns and monitors workloads and timetables • Monitors and manages the delegated budget • Manage and be accountable for resource utilisation. • Manage educational planning, course development and documentation • Plan, organise, delegate, and administer designated academic areas activities to meet quality standards and deadlines. • Lead entrepreneurial activities as delegated, including inspiring people to think and act innovatively. • Manage in a culture that encourages an open and participative style. • Anticipate business as well as respond to changes appropriately and innovatively. • Show versatility and adaptability in meeting business goals. • Adopt both a solutions and future focus. • Develop and implement strategy to achieve medium to long-term goals. • Plan, budget and negotiate resources with the HOS. •
<p>Administration Complete administration requirements promptly.</p>	<ul style="list-style-type: none"> • Plans and co-ordinates and undertakes the administration requirements of managing staff, budgets, courses and programmes in the designated sections in accordance with School/Faculty/Programme requirements. Some may be delegated to other team members. • Leads course, workgroup and other relevant meetings of staff. • Completes student and course/programme records accurately and forwards them to Faculty Administration, as required. • Completes all personal administration records accurately and forwards to the Head of School. • Follows all policies, practices and procedures of the School, Faculty and CPIT. • Participates in organisational systems, such as appraisal, evaluation and quality assurance processes. • As necessary takes responsibility for programme timetables. • Manages outputs from academic staff to an agreed number of timetable teaching hours. • Coordinates others meeting administrative requirements of the team and provides a leadership example in this regard.
<p>Professional Commitment Maintain professional currency in management and teaching skills suitable to the role of manager and</p>	<ul style="list-style-type: none"> • Develops and maintains communication and support networks within professional fora as required. • Maintains professional relationships and liaison with

<p>educator and which support CPIT's quality objectives.</p> <p>Maintains professional relationships with staff and stakeholders to further overall objectives of the School, Faculty and CPIT.</p>	<p>industry groups, and other stakeholders and as appropriate staff in other tertiary institutions.</p> <ul style="list-style-type: none"> • Contributes to external moderation processes, as required. • Maintains professional relationships with industry and relevant professional organisations. • Represents the course/programme/School in meetings or industry gatherings, as required. • Liaises with consumer groups and representatives to seek their feedback and input into the courses and programmes taught, as required. • 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. • Implement these negotiated programmes for own professional development. • Responds proactively (DG) to feedback. • Uses feedback on performance from students, peers and HOS to identify own educational needs and find opportunities to meet these. • Seeks and uses opportunities to maintain professional credibility and competence. • Evaluates and reflects on own practice in order to identify directions and strategies for improvement. • Participates in the broader professional and academic life of CPIT. • Actively contributes to the broader academic and professional life of CPIT. • Maintains very high standards of professional commitment, as outlined in the above list. • Meets all of the above results and is considered a top level leader/expert in education of this profession by industry and/or other educators in the professional field. • Undertake further study or industry experience with relevance to the responsibilities of the position. • Demonstrates professional activities which contribute in a positive way to the reputation of CPIT and/or the profession (e.g. national or external examining/moderating, research, consultancy, research and publications)
<p>Planning and Development</p> <p>Contribute to planning and development activities in relation to courses, programmes, the School, Faculty and CPIT.</p>	<ul style="list-style-type: none"> • Contributes vision and innovation to the work team. • Develops course materials as assigned by HOS.. • Ensure course and programme development is planned and undertaken. • Contributes to ongoing planning within the School and Faculty. • Contributes to marketing activity in and on behalf of the School/Faculty/CPIT. • Lead and manage course/programme/curriculum innovation and development. This includes and is not limited to: • Evaluation of courses and programmes in line with CPIT/Faculty/School requirements. • Actively supports and contributes to the objectives, direction and operation of the School/Faculty and CPIT.

	<ul style="list-style-type: none"> • Design of objectives and content to be appropriate for student, industry/community needs • Design of assessment programmes that meet CPIT and industry requirements • Provides support and assistance to part-time staff in workplace activity, and ensuring School and CPIT policies are followed. • Convenes and oversees Advisory Committee meetings as required.
<p>Teaching Oversees, manages and, as determined by the HOS, delivers teaching including relief teaching due to absences.</p>	<ul style="list-style-type: none"> • Effective planning, preparation and organisation for all classes so students know what is expected of them. • Creation of an environment conducive to learning and where students are motivated to learn. • Oversee and applies when teaching the effective use of a variety of appropriate teaching and learning strategies. • Effective organisation/development/deployment of learning resources. • Maintenance of academic quality standards. • Provision of regular, effective feedback to students and staff regarding progress and achievement related to teaching activities. This includes: • Overseeing as necessary the setting and marking of student assessments (e.g. 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. • Maintains excellence in teaching delivery and provides good teaching models to course participants. • Assigns teaching leadership responsibilities and actively maintains the quality through that leadership and management. • Ensures that pre and post assessment moderation activities occur.
<p>Student Responsibilities Exhibit genuine concern for students as individuals and members of the class/course/programme and model such practice for others.</p>	<ul style="list-style-type: none"> • Maintains professional relationships with students to help meet individual learning needs. • Provides leadership in meeting student responsibilities (including administering student evaluation processes as required). • Learning guidance provided to students within and outside the classroom context, as appropriate. • 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). Plans and implements strategies for improvements to assist those with learning difficulties as appropriate. • Provides support and assistance to resolve conflict between students. • Practice in non-racist and non-sexist ways and sensitivity to students and colleagues with special needs demonstrated. • As appropriate interviews counsels students for

	<p>courses and programmes using CPIT/Faculty/School procedures, as required.</p> <ul style="list-style-type: none"> • Participates in reviews of teaching and learning effectiveness in accordance with CPIT and Faculty/School processes. • Maintains excellence in meeting student responsibilities, and assists others. • As delegated, management of student complaints.
<p>Contribution to CPIT Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.</p>	<ul style="list-style-type: none"> • 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. • Participates, as requested, in activities seeking staff opinion and feedback. • Participates in the continuous improvement culture by recommending change and improvement and as delegated implementing such changes which will assist with efficient delivery of operational and strategic goals. • Participates in committees/working groups, as required. • Leads, contributes to and participates in projects from time to time. • Performs other duties related to the role, as may be reasonably required from time to time. • Is a role model for others.
<p>Health and Safety The Manager is responsible for ensuring that their own and their areas of responsibility meet the requirements and accountabilities under the Health and Safety in Employment Act 1992 (and any subsequent amendments) are complied with. The Act includes obligations in respect of staff, visitors and contractors.</p>	<ul style="list-style-type: none"> • New staff inductions include health and safety policy and procedures and are delivered immediately on arrival to staff, students and visitors. • All staff are aware of and comply with CPIT's health and safety policy and procedures. • Hazard identification processes established and maintained within the areas of responsibility. • Hazard Register is maintained and up to date. • Accidents and incidents are reported immediately and strict adherence to CPIT policy and processes in relation to the management of such matters occurs within the School.

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, internationalisation, 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 Humanities**.

ADDITIONAL INFORMATION

1 Student Evaluation

Every tutor is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development.

2 Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance. All staff take part in appraisal.

3 Probationary Period

The appointee, if not currently employed by CPIT, will be required to serve a probationary period for up to one year. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

4 Staff Training and Professional Development

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

5 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.

6 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.

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 to an individual employment agreement.

APPLICATION DETAILS

Applications for appointment must be marked:

Manager – Key Skills

Ref. FH3327

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
Friday 9 January 2009***

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 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.