

Information Manager

Position: Full-time, permanent
Contract/Grade: Individual Employment 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 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.

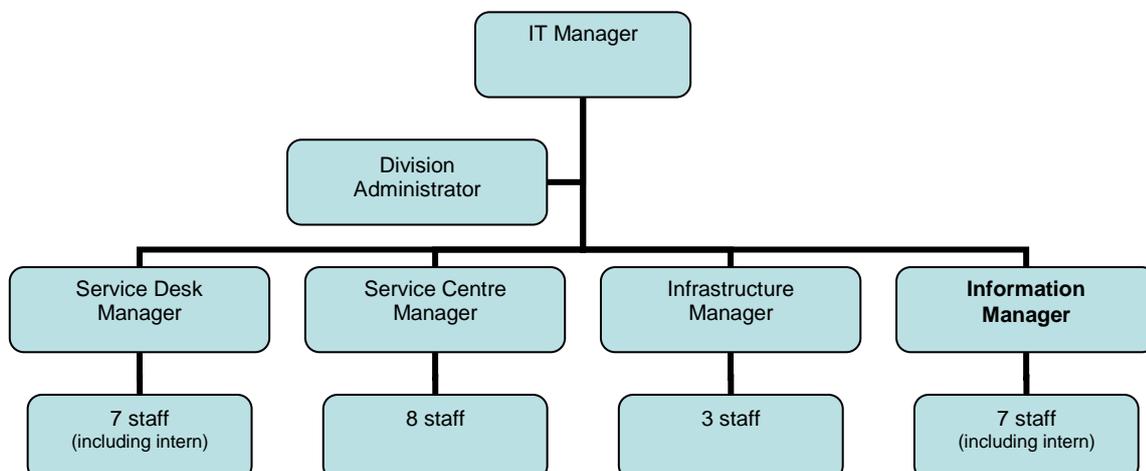
The Information Technology Division comprises 31 people, involved in all facets of IT implementation, design, development, and support.

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



The Manager has overall responsibility for leadership and management of the Web Development and Project Teams

This position is responsible to the ICT Manager

Immediate Supervisor: – as above

Positions reporting to this position:

PRIME FUNCTION/PURPOSE OF THE JOB

- Management of the Web Development team and the Corporate Services support team.
- Participation in the development and maintenance of the new Institutional Information and Development Strategy
- Delivery of the Institution Informational Strategies within a specified portfolio

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications: A relevant tertiary, business or technical qualification</p>	<p>Expert knowledge of relevant technologies</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Proven ICT strategic planning and implementation experience • Solid business acumen and the ability to develop and sustain excellent client relationships • Demonstrated experience in collaborative delivery of identified project outcomes • Knowledge of national and international trends • Experience in the co-ordination of different specialist functions (educational, content, graphics, technology) and achieve successful project completion • Proven vision, leadership and experience in an ICT role. • Significant experience in providing IT solutions to meet business objectives in a complex work environment • Significant demonstrable experience in managing web application development environments 	<ul style="list-style-type: none"> • Background in Education or similar environments would be advantageous • Experience planning and implement changes involving organizational cultural changes
<p>Skills/Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of information architecture in a large and complex organisation • The ability to use initiative and work proactively within CPIT constraints • Sound problem solving skills and methodical work habits • Ability to communicate ideas, reports, instructions, letter etc in a clear and concise format • Communicate through the spoken word clearly and concisely. • Ability to provide constructive feedback. • Group facilitation skills with a large or small group of people. • Ability to be empathetic and supportive, to pick out important information and give back to others. • Highly developed in organization and time management skills • Ability to respond appropriately to different situations, people and ideas. • Ability to manage change and to be flexible and adaptable • Be effective in presenting a message in a meaningful form to persuade and influence others. • Inspire others seeking to develop related expertise • Ability to be co-operative in approach to working with others • Coordinate evaluations of tools and technologies to make appropriate recommendations about their use by CPIT 	

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| <ul style="list-style-type: none"> • Personal Attributes: • Personal need to achieve the objectives and reach successful conclusion. • Drive to accomplish results. • Prepared to deliver only a quality service to internal and external clients • Is credible and self-confident • Has highly developed communication skills • Works to understand others and help others in flexible ways • Works cooperatively with others • Has good self-control and has appropriate expectations of self and others • Demonstrates initiative, flexibility and assertiveness • Is willing to commit to CPIT 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; IT literacy. | |
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KEY TASKS AND EXPECTED RESULTS

1. To participate in and provide guidance on the creation and implementation of the Institution's Information Strategies and to be responsible for the Management Information Systems:

Key Tasks

- Implement the Information Architecture necessary to deliver the requisite knowledge extracted from the data collected to facilitate management decisions reached
- Actively participate in the creation and updating of the Institution Information Strategy
- Assist in and actively participate in the development of an institution web strategy
- Strategy implementation
- Infrastructure planning
- Development standards

Expected Results

- An agreed and practical Institutional plan for information management
- Engagement with various stakeholders to ascertain information management requirements, and to update progress
- An agreed and practical Institutional plan for Web development and implementation
- Engagement with various stakeholders to ascertain web and development requirements, including teaching, learning and research related, and to update progress
- Ownership and implementation of an enterprise architecture that supports the strategic Web and Information plans, including teaching, learning and research related
- Identification of technical deliverables and development of operational plans aligned to the strategy
- To investigate and recommend improvements to the information systems, information availability and associated procedures.
- Manage the assessment of proposed improvements and develop recommendations.
- Provide Technical input into Infrastructure planning processes
- Establish overall systems and standards to ensure quality deliverables
- Identify, lead and guide the corporate systems development process

2. To engage as part of the Divisional Management Group

Key Tasks

- Implement effective management reporting systems
- Prepare and manage the annual departmental budget
- To participate in multidiscipline IT project team initiatives
- Contribute to IT strategy development

- To assist with planning future development of the Polytechnic computer systems

Expected Results

- Weekly reports prepared for the Head of Division.
- Projects office to be up to date
- Project benchmarking and reporting in line with project plans
- Budget prepared on-time
- Managed within budget
- Advantages maximized to improve cost efficiencies to CPIT
- Forward planning with customers to identify possible future needs
- Where IT projects involve other staff and/or contracts, the incumbent shall contribute to project team activities and complete assigned tasks within prescribed deadlines.
- Participation in the IT strategy review and planning processes.
- Contribute to planning future expansion and development of the computer systems and applications

3. Manage and co-ordinate information management and development personnel and resources

- Management of staff including staff appraisals and goal setting

4. Manage the provision of web and other software development

Key Tasks

- Oversight and ensure the technical development and maintenance of the on-line campus, including for teaching, learning and research purposes, CPIT webs and in house developments

Expected Results

- On time delivery of agreed project
- Support delivered in line with agreed service levels
- Robust management systems in place to ensure professional standards are adhered to.
- Oversee the development and Implementation of Project plans for the development and maintenance of the Institutions webs and other software
- Ensure department analysis and programming standards are followed

5. Manage the provision of support function for the institutions Corporate Systems.

Key Tasks

- Oversight and ensure the technical development and maintenance of the institutional Corporate Systems.

Expected Results

- Support delivered in line with agreed service levels
- Significant upgrades and enhancements handled as defined projects
- Robust management systems in place to ensure professional standards are adhered to.
- Engage with stakeholders to identify enhancements and upgrade that are required
- Management of staff including staff appraisals and goal setting

6. *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 IT Director*

DELEGATED AUTHORITY AND RESPONSIBILITIES (If applicable)

Financial:

Human Resources:

Other:

APPLICATION DETAILS

Applications for appointment must be marked:

Position Title: Manager – Information

Ref: DT3186

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 2 May 2008***

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.

CPIIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.