

Central Academic Records Officer

Position: Permanent, full time – 37.5 hours per week
Contract/Grade: Grade 4/5 salary range \$36,393 to \$48,441

CPIT 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.

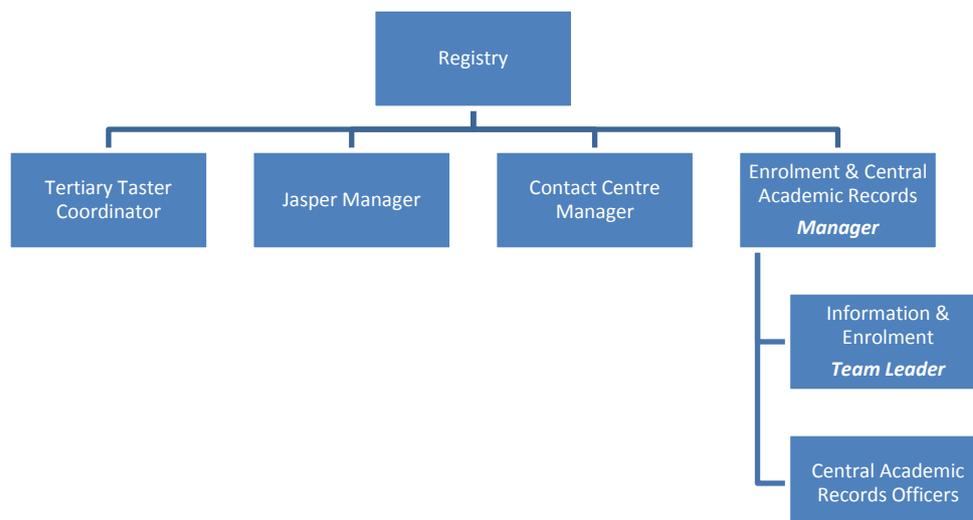
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

DIVISION INTRODUCTION

As one of the work groups in CPIT's Corporate Services Division, the Registry Team works in partnership with faculties and divisions to support CPIT's educational objectives and student success. The front line interface at CPIT, the group is made up of more specialised units providing an information and enrolment service to our customers: students, potential students and visitors.

CPIT has five faculties each with its own academic records staff plus there is a Central Academic Records Office (CAR Office) based in Registry. The CAR Office is responsible for ensuring the integrity of all CPIT academic records and their formal recognition by the conferment of CPIT qualifications and related graduations. The staff must ensure that the records are complete, accurate and consistent with the policies and procedures of the Institute and associated external organisations. The staff includes four (4) fulltime Central Academic Records Officer positions - each with specific responsibility for providing guidance, support and oversight to a designated Faculty or Faculties.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

To work with the Central Academic Records team to oversee and maintain the integrity of all academic records in the Institute's student records database, and to ensure compliance with CPIT's policies and procedures, and those of associated external organisations.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil

Human Resources: Delegation level 600 on the Human Resources Delegation Schedule.

Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications	<ul style="list-style-type: none"> A tertiary qualification
Experience/Skills/Knowledge <ul style="list-style-type: none"> Be able to develop systems and procedures for both manual and computerized work processes Demonstrate the ability to work with complex administrative processes and to review and identify process improvements Have good computing skills, including Microsoft Office packages (notably Word and Excel) Has understanding of the Privacy Act and maintain confidentiality appropriately Have effective written and spoken communication skills, and be able to communicate with a diversity of people including students, staff and organisations outside the Polytechnic Be able to demonstrate excellent customer services skills 	<ul style="list-style-type: none"> Knowledge of a tertiary educational environment Confidence with numbers and numerical computation Experience with Academic Records
Personal Attributes: <ul style="list-style-type: none"> Have the ability to work effectively within a complex, regulated environment, applying regulations and ensuring compliance Have the flexibility to work collegially in a small, close-knit team, while also working across the Institution with Faculty staff Demonstrate a high level of accuracy and thoroughness, and the ability to attend consistently to detail Is able to work through a complicated task to completion, and be able to prioritise tasks and stay focused when under pressure 	

KEY FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> Faculty Records, administration & tutorial staff Printing & Publishing Unit Students Corporate Services Staff 	External <ul style="list-style-type: none"> NZQA representatives

KEY TASKS	EXPECTED RESULTS
Academic Results <ul style="list-style-type: none"> CAR staff are responsible for the publication of all academic results, including processing all exceptions, dealing with variations and processing any amendments to published results. CAR staff are also responsible for auditing the result recording processes in the Faculties. 	<ul style="list-style-type: none"> Student results are accurate and published in a timely manner.

<p>Issue of CPIT awards</p> <ul style="list-style-type: none"> • CAR staff are responsible for the conferment of CPIT's awards and the production of accurate award documents • CAR staff are responsible for the administration required to support the CPIT Graduation Ceremonies. This includes regalia hire and ticketing administration. • CAR staff are responsible for the management of variations to CPIT policies as it relates to the issue of CPIT awards. 	<ul style="list-style-type: none"> • All students eligible for graduation are processed correctly and any issue is resolved before the day of the ceremony. • Assessment, outcome and award structures are well maintained and any changes are completed in a prompt manner.
<p>Maintenance in student management system</p> <ul style="list-style-type: none"> • CAR staff are responsible for the maintenance of the outcome, award and assessment details once the initial set up has been made live in the student management system, Jasper. 	<ul style="list-style-type: none"> • Student management system updates auctioned in a timely manger to facilitate up-to-date data and information accessible.
<p>External Fees</p> <ul style="list-style-type: none"> • CAR staff are responsible for forwarding CPIT unit standard results and NZ Diploma in Business results to NZQA together with the appropriate NZQA fees • CAR staff are also responsible for processing external fees to other external bodies, and the maintenance of the suspense accounts. 	<ul style="list-style-type: none"> • Unit standards are sent to NZQA in a timely manner with the appropriate fee calculations.
<p>Customer Service</p> <ul style="list-style-type: none"> • Customers of the Central Academic Records office include students, Faculty staff and NZQA staff. • CAR staff are required to provide expert advice to Faculty staff regarding set up of awards, outcomes and assessment detail; result processes; and the issue of awards. 	<ul style="list-style-type: none"> • All stakeholders will receive a high level of customer service and any issues are resolved promptly
<p>Additional Responsibilities</p> <ul style="list-style-type: none"> • All staff members are expected to have a good working knowledge of all aspects of the team's role and be able to pick up other tasks as required. • Administration and organization of exams for external institutions, as required. • Training of new staff is done collegially amongst the team. • From time to time, CAR staff are designated as experts in specific areas (e.g. Graduation, External Fees) and have specific responsibilities in these areas. • CAR staff support the Manager - Central Academic Records in the upkeep of programme and course detail in Jasper as required. 	<ul style="list-style-type: none"> • Any administrative or general duty is carried out to a high standard.

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 **Central Academic Records and Enrolments Manager**.

ADDITIONAL INFORMATION

1. **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.
2. **Staff Training and Professional Development** - Staff are required 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 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 workshops.
5. **Trial Period** - When appointed to a permanent role, and new to employment with CPIT, a trial period of three months applies to the employment.
6. **Intellectual Property** - Intellectual property developed by Employees in the course of their employment belongs to CPIT.
7. **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 in this position on the terms and conditions of the TIASA Collective Agreement. If the staff member joins the union the terms of that union's collective agreement apply 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 based on the collective agreement and we can mutually agree to change those terms and conditions at any time.

APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

***Applications Close
Wednesday 25 November***

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.