

JOB DESCRIPTION

Faculty of Creative Industries



Dean of Faculty

Position: Full-time
Grade and Salary: Individual Employment Agreement

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. 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 (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 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 newly established Faculty of Creative Industries will start with around 1,000 EFTS (equivalent full-time students) and a significant staffing resource.

The Faculty includes major community and industry focussed programmes serving a range of creative industries including architecture, art, broadcasting, design, fashion and hairdressing.

The faculty will be officially formed from 1 January 2009. The new Faculty Dean will be responsible for developing the faculty vision, sense of identity, and business plan during 2008. The schools identified re in place and the Dean will need to bring together staff, both academic and allied, to prepare for the launch of the new faculty.

This is a key senior management role in the organisation which has the priority foci for 2008-10 of:

- Meeting the Tertiary Education Strategy (TES) and the Statement of Tertiary Education Priorities (STEP)
- Foundation education
- Stakeholder engagement
- Organisation sustainability

This is an exciting but challenging educational management and leadership role in one of New Zealand's leading tertiary education institutions.

POSITION OBJECTIVES

To lead and manage the Faculty of Creative Industries in the achievement of its goals and objectives in a manner consistent with the requirements of the CPIT Kaupapa/Guiding Philosophy, CPIT strategic priorities and goals, and the statutory and regulatory requirements.

As a member of CPIT's Management Team, work cooperatively with managers, staff and stakeholders to achieve CPIT's mission and vision.

PROFILE

The successful applicant will have demonstrated outstanding leadership and management, preferably in a tertiary sector environment. As an academic leader and manager the candidate will have academic qualifications at a level appropriate to the role, preferably at post-graduate level.

Strategy and Planning

- Is a strategic thinker and can demonstrate this.
- Aligns strategy to organisational objectives.
- Can convert strategy into action.

Leadership and Management

- Experienced manager of people and resources.
- Empowers staff and encourages full authority, responsibility and accountability to appropriate levels.
- Is able to develop and articulate a vision and sense of purpose in others.
- Can manage conflict appropriately.
- Is equitable and ethical in the treatment of others.
- Models exemplary personal leadership qualities and behaviours.
- Can build and maintain productive relationships and appropriate networks with professional contacts and key stakeholders.
- Is an effective and proactive manager.
- Is an enthusiastic and dynamic leader and role model.

General Attributes

- Has a passion for the creative industries.
- Has significant experience working with or in at least one recognised area of the creative industries.
- Displays enthusiasm and determination to succeed.
- Is emotionally stable under pressure or opposition.
- Has excellent oral and written communication skills.
- Has a personal commitment and empathy for CPIT's commitments to Māori and to the principles of the Treaty of Waitangi.
- Will actively support CPIT's commitments to students, internationalisation, teaching and learning, disability, environmental issues, health and safety, to its staff.
- Ability to work with and contribute to a team.

ORGANISATION STRUCTURE 2008

Reports to: Chief Executive

This Position: Dean of Faculty – Creative Industries

Positions reporting to this Dean position	Other positions reporting to the Chief Executive
Head of Architectural Studies	Deans (4)
Head of Art and Design	Kaiarahi
Head of Broadcasting	HR Director
Head of Performing Arts	Education Services Director and Registrar
Administration Manager	Corporate Services Director and Chief Financial Officer
Personal Assistant	Academic Quality Assurance Director

	Council Secretary
	Planning and Projects Director
	Executive Assistant

DELEGATED AUTHORITY AND RESPONSIBILITIES

- Financial: formal delegations will be agreed with the Chief Executive.
- Human Resources: formal delegations will be agreed with the Chief Executive.

FUNCTIONAL RELATIONSHIPS

Within CPIT

- Faculty staff and management group
- Directors and Managers
- Students and their association
- Other Deans of Faculties
- Advisory groups

Externally

- The broader creative industries
- The local iwi and wider Māori community
- Appropriate employers and employers' associations
- Tertiary Education Commission (TEC)
- Institutes of Technology and Polytechnics of New Zealand (ITPNZ)
- NZ Qualifications Authority (NZQA)
- Industrial Training Organisations (ITOs)
- Tertiary Accord of New Zealand (TANZ) Deans and members
- Other educational institutions (both private and state funded)
- Suppliers of goods and services

KEY TASKS AND EXPECTED RESULTS

Achievement of the position objective will involve the following:

1 Strategic Management

The Faculty Dean is responsible for the development of a faculty vision and leading, developing and implementing strategy that contributes to the achievement of the CPIT vision, mission and objectives.

Expected outputs and outcomes include:

- Analysis of the Faculty's resources and capabilities.
- Assessment of the external environment in which CPIT and the Faculty operates.
- Annual strategic and operational plans for the Faculty.
- Innovative and appropriate direction and vision to meet the continually changing needs of the Faculty and CPIT.
- Achievement of CPIT's quality assurance standards and expectations.
- Leadership of CPIT projects as agreed with the Chief Executive.
- Contribution to the overall development of CPIT through membership of key committees.
- Faculty responsiveness to industry and stakeholder needs.
- Decisions taken that are in the best interests of CPIT.

2 Quality

The Dean is responsible for ensuring that the Faculty meets all quality outcomes expected at CPIT. This includes responsibility for academic (including both education and research) and administrative standards.

Expected outputs and outcomes include:

- The quality of development and delivery of education and training programmes within the Faculty.
- Maintain and achieve academic approval and accreditations appropriate to the Faculty.
- The implementation of procedures and processes that reflect the requirements of legislation and CPIT policy.
- Upholding and demonstrating CPIT's commitment to partnership with mana whenua and the greater Māori community and, through cooperation with Te Puna Wānaka, develop courses and programmes appropriate for the learning needs of Māori students.
- A high level of satisfaction with Faculty programmes and services among students, industry and the various communities it serves.
- A high level of demand for Faculty programmes.
- Responsible research and development appropriate to CPIT and the Faculty.

3 Financial and Resource Management

The Dean is responsible for the management of the Faculty budget once agreed with the Chief Financial Officer and the Chief Executive.

Expected outputs and outcomes include:

- Preparation and negotiation of an annual operating budget and capital expenditure budget.
- Management of the budget within financial delegations to achieve budget targets.
- Regular reporting on the financial performance of the Faculty.
- Development of income streams within the context of the Faculty and CPIT's overall strategic direction.

4 Human Resource Management

The Dean is responsible for the management of Faculty staffing within CPIT policy and procedure guidelines.

Expected outputs and outcomes include:

- Appropriate allocation and effective, efficient staff deployment within targets and budgets.
- Compliance with employment agreements and HR policies and procedures.
- Faculty staff performance appraisals conducted and all Faculty staff meet annual professional development plan deadlines.
- Staff development aligned to CPIT's goals and objectives.
- Employment of staff appropriate to CPIT's needs.

5 Health and Safety

The Dean is responsible for ensuring that the Faculty's responsibilities under the Health and Safety in Employment Act 1992 (and any subsequent amendments) are complied with. The Act includes obligations in respect of staff, students, visitors, and contractors.

Expected outputs and outcomes include:

- The implementation of CPIT policy and procedures to meet health and safety, good employer legislative requirements and CPIT mandates.

6 Relationship with the Chief Executive and Management Team

The Dean reports to the Chief Executive and is a member of the Management Team.

Expected outputs and outcomes include:

- Full participation in and support of Management Team debate and decisions.
- Effective working relationships with Management Team members.
- Report to the Chief Executive on all matters that have or potentially have a significant bearing on the achievement of CPIT's objectives or its reputation.
- Complete an annual performance review in accordance with procedures approved by the Chief Executive.
- Provide and achieve annual professional development plan as agreed with the Chief Executive.
- Report at least monthly on Faculty progress against objectives.

7 Marketing

The Dean is responsible for promoting the image and success of the Faculty and CPIT.

Expected outputs and outcomes include:

- Work with the Marketing Manager to develop an annual Faculty Marketing Plan.
- Ensure that Faculty promotional activities comply with CPIT marketing and other policies, plans and procedures.
- Faculty involvement in CPIT marketing initiatives.

8 Stakeholder Engagement

As CPIT exists to serve a range of stakeholders including industry, employers, students, local and central government, mana whenua, maata waka, and the general community, the Dean must ensure active and positive engagement with them by the Faculty and staff.

Expected outputs and outcomes include:

- Proactive, innovative and rapid response to industry needs.
- Appropriate advisory committees.
- Effective liaison with external bodies with an interest in courses taught by the Faculty.
- Strategies to meet CPIT Treaty of Waitangi obligations, bicultural, and equal educational opportunity requirements.
- A positive partnership with local iwi and the Māori community.
- Active partnership with Te Puna Wānaka and commitment to Te Wānaka o Otautahi strategy.
- Positive media coverage of Faculty activities.
- Positive representation of CPIT at public functions.

LIMITATIONS ON AUTHORITY

Limitations on authority will be agreed with the Chief Executive.

PERFORMANCE REVIEW PROCEDURE

The annual review process involves these sources of input:

- Documentation and other materials submitted by the employee, after conducting an agreed review process.

- Assessments made by the Chief Executive in discussion with the Dean.

Performance reviews will be conducted at least annually.

EMPLOYMENT TERMS AND CONDITIONS

An individual employment agreement will be negotiated.

APPLICATION DETAILS

Applications for Appointment forms must be marked:

Dean – Faculty of Creative Industries

Ref: FT3188

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
Christchurch 8140

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

and forwarded in person, by post, email or fax.

Applications Close
4.00 pm, Friday 9 May 2008

The standard application form attached 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.