

Faculty Academic Coordinator (FAC)

Position 1: Trades Innovation Institute - Permanent; full time 37.5 hours per week

Position2: Academic Quality Division - Permanent; part time 0.3 proportional

Grade and Salary: Non Teaching Academic Staff Member

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, employees and our region makes CPIT a dynamic and engaging place in which to work.

ACADEMIC DIVISION

The Academic Division is responsible for Academic Quality and Research within CPIT. It is a small division that works closely with Faculties and other Divisions to ensure CPIT maintains its quality assured status and research profile.

TRADES INNOVATION INSTITUTE

Trades Innovation Institute is the leading South Island provider of Trade training and includes three Schools the school of Engineering and Electrical trades and the School of Building and the School of Engineering. Located at Sullivan Avenue in Opawa this campus provides unparalleled practical learning facilities for the eleven trade disciplines currently delivered. In addition the Tradefit development will provide additional trades and enhancements to those currently offered.

ORGANISATION STRUCTURE

FACs report to the Faculty Dean if employed by the Faculty, or to the Director, Academic if employed by the Academic Division .

FACs will in general have a home Faculty where they are members of appropriate Faculty committees, and have a close working relationship with the Dean, HoS and Programme Leaders.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: *Nil*

Human Resources: *Nil*

Other: *Special admissions (delegated from Academic Board)*

PRIME FUNCTION/PURPOSE OF THE JOB

The focus of the position is academic leadership in working with the Dean, HoSs, Programme Leaders and Academic Director to ensure the CPIT core educational values* aims of faculties and CPIT are met in all educational activities.

In general, FACs will have a 'home' Faculty they work in. Some FACs may have part of their role attached to the Academic Division. In this case, this part of the role may include working with Faculties where needed, working across Faculties on inter-Faculty projects, or working on Institution level academic projects. In these cases, some projects or tasks may be specified, and some specified aspects of the job description may become minor.

*see the Kaupapa document and Teaching and Learning Statement of Intent

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications/Knowledge: <ul style="list-style-type: none"> • Appropriate discipline qualification for the applicants teaching field (could be a Diploma, Degree or Higher Degree) • Teaching qualification 	
Experience/Skills <ul style="list-style-type: none"> • Strong educational background and experience, with demonstrated educational expertise within the key tasks of the role • Strong teaching background at tertiary level • Demonstrated abilities in document composition 	<ul style="list-style-type: none"> • Experience in quality assurance systems and processes • Experience in curriculum and programme development
Personal Attributes: <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Strong organizational skills, including the setting and meeting of realistic deadlines • Ability to work with and provide relevant advice to staff working across a range of programmes and Faculties, at varying levels and different types of students • Is credible and self-confident • Demonstrated understanding of and support for CPIT's Quality Management processes, particularly those managed by SSI, the Development Centre and the Academic Division • Attention to detail 	

KEY FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> • Faculty Dean, Heads of School & Programme Leaders • Faculty Admin Manager • Academic Director • Academic Advisor • Academic Division • Development Centre • Education Services(particularly Academic Records Office) 	External <ul style="list-style-type: none"> • Accrediting, approval and regulatory bodies as appropriate

KEY TASKS	EXPECTED RESULTS*
<ul style="list-style-type: none"> • Advise the Dean, Heads of School and Programme Leaders on academic matters such as implementation of academic policies; development and monitoring of sound faculty level academic procedures to ensure educational imperatives are given priority. 	<ul style="list-style-type: none"> • The Faculty has appropriate procedures in place, and where appropriate outcomes are reported to Faculty Board
<ul style="list-style-type: none"> • Assist Heads of School and Programme Leaders with the formal development, documentation and review of programmes within the Faculty. 	<ul style="list-style-type: none"> • Programmes developed and reviewed according to Institutional guidelines and timeframes.

<ul style="list-style-type: none"> • Provide policy advice and make recommendations and raise matters of concern to the Academic Division, Academic Board and other bodies involved primarily in academic matters. 	<ul style="list-style-type: none"> • Appropriate academic policies are implemented and maintained.
<ul style="list-style-type: none"> • Work with the Academic Division to implement the self-assessment and evaluation based QA system (SAEER). 	<ul style="list-style-type: none"> • SAEER implemented over 1 or 2 years.
<ul style="list-style-type: none"> • Assist and/or recommend other staff to assist the Academic Division and the Academic Board with internal evaluation, monitoring and academic reviews of programmes across the institution. 	<ul style="list-style-type: none"> • Appropriate staff recommended. • Internal evaluation and programme reviews undertaken in a timely manner.
<ul style="list-style-type: none"> • Ensure that data from self-assessment activities and evaluations are used to share 'good practice' and to make improvements within the Faculty. 	<ul style="list-style-type: none"> • Documented evidence of continuous improvement.
<ul style="list-style-type: none"> • Develop processes to ensure compliance with external and internal moderation requirements, as well as processes for following up on any issues identified by that process and implementing improvements. 	<ul style="list-style-type: none"> • Moderation requirements met, and results used for improvement.
<ul style="list-style-type: none"> • Work with the Academic Division to ensure that faculty level accreditation requirements are met, panel recommendations are acted on and monitors' recommendations are used to make improvements within the Faculty. 	<ul style="list-style-type: none"> • Appropriate accreditations are held. Documented evidence of improvements from recommendations.
<ul style="list-style-type: none"> • Act as mentor/coach to other academic staff. 	<ul style="list-style-type: none"> • Increased staff capability
<ul style="list-style-type: none"> • Be an active member of the Academic Board and/or its Committees, depending on the Coordinator's particular expertise. Contribute to the Faculty Management Team, Faculty Board and other relevant academic committees/groups within the faculty. Note that if there is more than one FAC in a faculty, these responsibilities usually are shared. 	<ul style="list-style-type: none"> • Active participation in committee meetings • Assist Dean to ensure that Faculty Board operates within Terms of Reference
<ul style="list-style-type: none"> • Assist with or lead Academic Division projects. 	<ul style="list-style-type: none"> • Project milestones and outcomes met.

*Note that this position is not intended to replace the academic responsibilities and duties of other staff within the Faculties. It is an educational, not an administrative, position.

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 **Academic Director**.

ADDITIONAL INFORMATION

1. Student Evaluation

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.

2. 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.

3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

4. 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.

5. 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.

6. Probationary Period

Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

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 within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE). At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies 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 and we can mutually agree the terms and conditions.

9. 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.

APPLICATION DETAILS

Applications for appointment must be marked:

Faculty Academic Coordinator (FAC)
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Ref. Pos 1 FS3430
Ref. Pos 2DA3411

PLEASE INDICATE CLEARLY WHICH POSITION YOU ARE APPLYING FOR

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology

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

P O Box 540
CHRISTCHURCH

Fax: 03 940 8616

***Applications Close
Friday 5 December 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. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.