

**Administrator - Document Production**

**Position:** 1 x Full time (37.5 hours per week) Monday to Friday  
1 x 0.5 Proportional FTE (18.75 hours per week)

**Contract/Grade:** Grade 3 salary range \$32,452 - \$38,178 per annum

## 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.

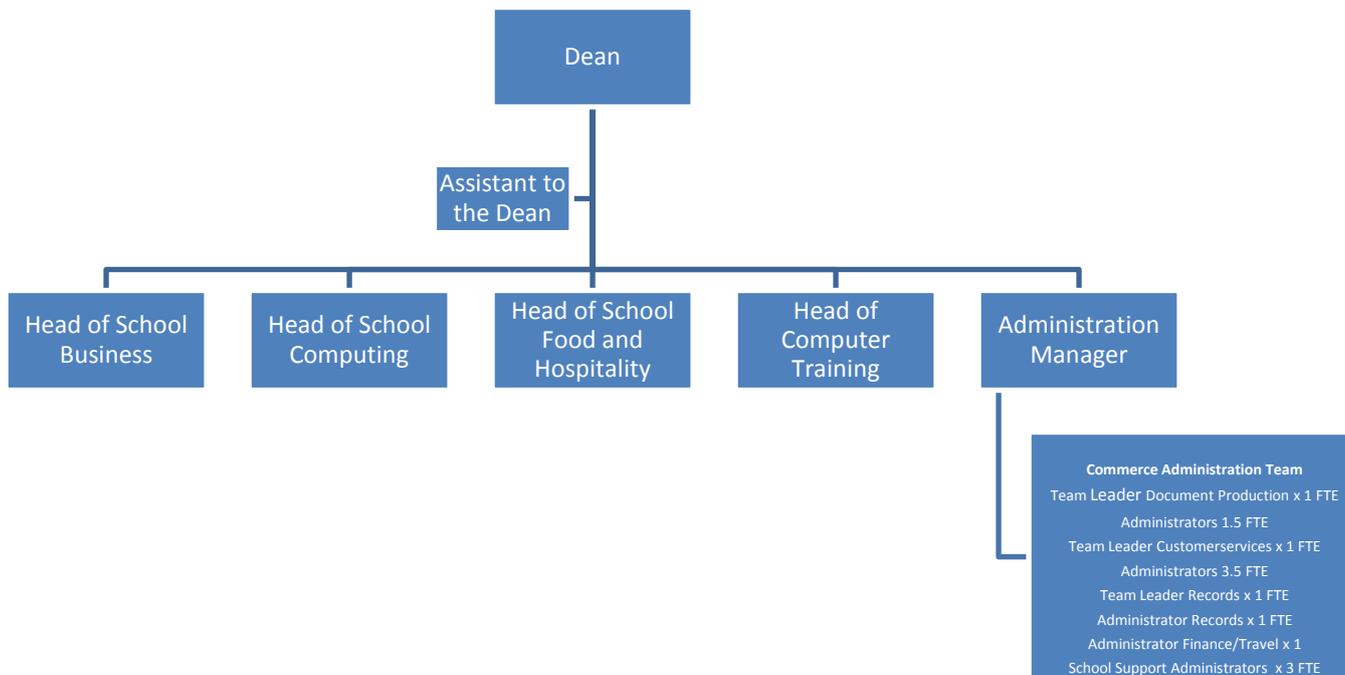
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi 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.

**The Faculty of Commerce** offers a wide range of programmes in business, management, leadership, computing, travel, tourism, recreation, hospitality, professional cookery, baking and meat training. Each year there are around 8,000 part- and full-time students enrolled on its various programmes.

The Faculty aims to be student-focused and provide the best work-ready graduates through its programmes, services and learning environment. Supportive learning environments are created where plenty of hands-on experience is possible. Many of the programmes offer industry-based projects or work experience to increase the reality of the learning experience. Through this type of 'real' education experience our students are well prepared to enter the industry in which they will seek to work. The Administration team in the Faculty of Commerce, is an integral component of the Faculty, and plays a crucial role in ensuring our students are work-ready.

## ORGANISATION STRUCTURE



**PRIME FUNCTION/PURPOSE OF THE JOB**

The primary function of the Document Production Administrator role is to provide word processing services to faculty staff; minute taking to specific school committees; administrative support to admissions/enrolment and academic records areas of the faculty.

**DELEGATED AUTHORITY AND RESPONSIBILITIES**

- Financial:** Nil
- Human Resources:** Nil
- Other:** Nil

**PROFESSIONAL PROFILE**

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Formal tertiary qualifications not required</li> </ul>	<ul style="list-style-type: none"> <li>• Business Administration qualification preferred eg Cert Business Admin L3/4</li> </ul>
<p><b>Experience/Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Advanced keyboard and computer skills with proven experience in Microsoft Office suite</li> <li>• Proven minute taking experience</li> <li>• Sound organisational skills with the ability to prioritise tasks, problem solve and use initiative</li> <li>• The ability to work under pressure</li> <li>• Commitment to providing good customer service</li> </ul>	
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• A cheerful disposition, a proactive approach, a flexibly attitude, energy and confidence</li> <li>• An understanding of the learning environment</li> <li>• The ability to work cooperatively within a team and with diverse groups</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Ability to follow actions through to completion</li> <li>• Show initiative</li> <li>• Ensure guidelines/templates are followed</li> </ul>	

KEY FUNCTIONAL RELATIONSHIPS	
<b>Internal</b>	

<ul style="list-style-type: none"> <li>• Faculty academic staff</li> <li>• Faculty administrative staff</li> </ul>	
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<b>KEY TASKS</b>	<b>SCOPE</b>
Provide word processing services to the faculty	<ul style="list-style-type: none"> <li>• Provide word processing services for the faculty to predetermined formats and standards – preparation/formatting of course and assessment material e.g. final exams, course outlines, class notes, correspondence for academic staff, work experience letters, presentations, scanning of documents, program handbooks</li> <li>• Provide word processing support to the FACs for the preparation of program documents using standard formats and templates</li> <li>• Work with the Team Leader, Document Production, to develop and maintain faculty standards for document production</li> <li>• Provide meeting support to identified committees – preparation of agendas, minute taking, follow up, related correspondence</li> <li>• Ensure that files and directories are maintained appropriately</li> </ul>
Provide administrative support to faculty admin areas	<ul style="list-style-type: none"> <li>• Assist with Jasper course/occurrence loading as negotiated by TL Document Production</li> <li>• Assist with application/enrolment processing and related enrolment processes as negotiated by TL Document Production</li> <li>• Assist with the preparation and issue of school registers and class lists as negotiated by TL Document Production</li> <li>• Assist Faculty Academic Records staff as negotiated by TL Document Production</li> <li>• Undertake Quality System administration – summarizing and collation of program/course/tutor evaluations, in conjunction with School Support Staff</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Participate in ongoing professional development</li> <li>• Undertake a range of additional administrative duties and work flexibly to support equitable workloads within the faculty at peak times</li> <li>• Attend administration meetings as required</li> </ul>

## 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 Administration Manager or their delegate.

## ADDITIONAL INFORMATION

### 1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

## 2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

## 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 shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these tender 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.

## 5. Employment Terms and Conditions

Appointment is within the terms of employment law and the TIASA Collective Employment Agreement. For the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the TIASA Collective Agreement which covers the position offered. If the staff member joins the TIASA union the terms of the collective document continue to apply; should he/she decide not to join the union, the staff member remains on an individual agreement and we may mutually agree to terms after the 30-day period expires. CPIT's Allied Staff Collective Employment Agreement (01 April 2007 — 31 March 2009) will be offered in the first instance. A job evaluation system is used to determine the grade and therefore the salary range for this position. It is usual to appoint at the lower end of the appointment range specified in the position description.

## 6. 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:

**Administrator - Document Production**

**Ref: FC 3499**

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
P O Box 540  
CHRISTCHURCH

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

***Applications Close  
Monday 19 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 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.*