

**Web Developer**

**Position:** Full-time, Fixed term to 24 December 2010  
**Contract/Grade:** Grade 4 salary details \$36,393 - \$42,816

**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 Wānanga 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.

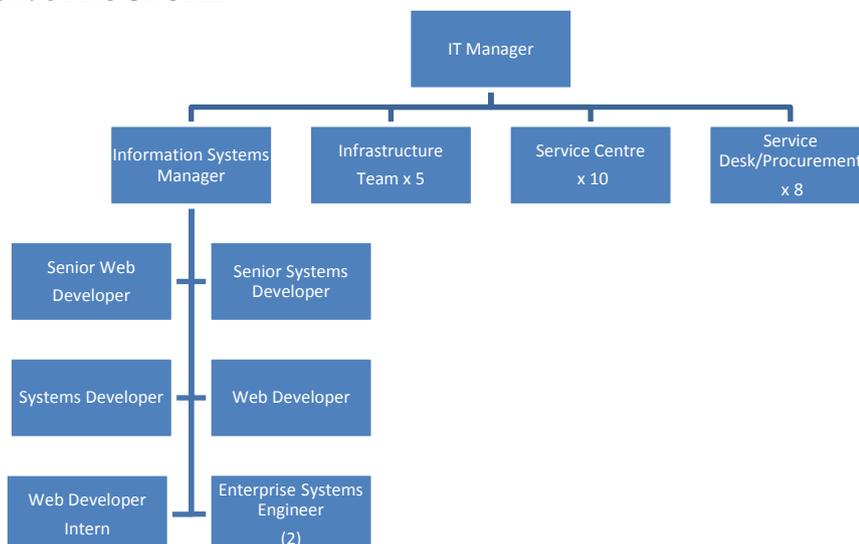
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

The Information Technology Division comprises 31 people who are 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**



## PRIME FUNCTION/PURPOSE OF THE JOB

The Web Developer will assist with the development and provide effective maintenance of CPIT Information Systems, with particular emphasis on the Institutions web based services and to provide technical support for the Web environments.

## DELEGATED AUTHORITY AND RESPONSIBILITIES

**Financial:** None

**Human Resources:** None

**Other:** None

## PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<b>Education/Qualifications</b>	<ul style="list-style-type: none"><li>• A relevant tertiary qualification</li></ul>
<b>Experience/Skills/Knowledge</b> <ul style="list-style-type: none"><li>• Proven competence in the application of web technologies</li><li>• Proficiency with HTML, XHTML, XML &amp; CSS</li><li>• Ability to analyze the business needs of clients to help identify business requirements and propose solutions</li></ul>	<ul style="list-style-type: none"><li>• Experience with content management systems such as MySource Matrix</li><li>• Knowledge of learning management systems, such as Moodle, and open source platforms an advantage</li><li>• Demonstrated experience in collaborative delivery of identified project outcomes</li><li>• An ability to develop applications using languages such as Java, PHP, Javascript, and skills using MS SQL or MySQL</li><li>• A knowledge of Object Oriented paradigms</li></ul>
<b>Personal Attributes:</b> <ul style="list-style-type: none"><li>• Ability to facilitate several activities concurrently, and operate effectively and collegially across disciplines &amp; teams</li><li>• A flexible attitude and willingness to develop new skills in a variety of disciplines.</li><li>• Proven customer service skills and dedication to delivering quality service</li><li>• Excellent communication and time management skills</li></ul>	

KEY FUNCTIONAL RELATIONSHIPS	
<b>Internal</b> <ul style="list-style-type: none"><li>• Report to Information Systems Manager</li><li>• Assist the Senior Systems Developer, Senior Web Developer, liaise with other staff within the Team, and the wider IT Division</li></ul>	<b>External</b> <ul style="list-style-type: none"><li>• Consultation with stakeholders and users of CPIT IT systems</li></ul>

KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"><li>• Undertake web design/development projects</li></ul>	<ul style="list-style-type: none"><li>• Robust, user friendly web sites developed giving users a quality experience in their online interactions with the Institute</li></ul>
<ul style="list-style-type: none"><li>• Effectively support the development of Internet, Intranet and eLearning webs</li></ul>	<ul style="list-style-type: none"><li>• Campus webs are maintained and managed.</li><li>• Web maintenance procedures are complied with.</li><li>• Web maintenance and developments are documented.</li></ul>
<ul style="list-style-type: none"><li>• Participate in multidiscipline project team initiatives</li></ul>	<ul style="list-style-type: none"><li>• Participate in project-based activities and complete assigned tasks within prescribed deadlines.</li><li>• Supportive team member.</li></ul>
<ul style="list-style-type: none"><li>• Promote effective and efficient use of Web technologies.</li></ul>	<ul style="list-style-type: none"><li>• Appropriate advice and support is given to users on the effective utilisation Web technologies.</li></ul>

	<ul style="list-style-type: none"> <li>• Staff are empowered with tools and knowledge to enable them to maintain resources where appropriate.</li> <li>• Appropriate programming is used to automate processes, improve functionality and improve the quality of the online experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide effective client liaison and customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality service provided to clients</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 **Information Systems Manager**.

## FOR YOUR 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. Eg 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 List 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:

**Web Developer**

**Ref. DT3300**

Applications should be addressed to:

Senior HR Advisor

Christchurch Polytechnic

Institute of Technology

P O Box 540

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)

Phone: 03 940 8623

Fax: 03 940 8616

***Applications Close  
Wednesday 13 August 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.*