

**New Zealand Sign Language Interpreter**

**Position:** Fixed Term to December 2008; Full Time 37.5 hours per week  
**Grade and Salary:** Grade 5; Salary range \$39,975 - \$47,030

### **BACKGROUND INFORMATION**

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 – the success of which is born out by the number of employers who prefer CPIT-trained employees.

CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional or 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 the Māori world or Te Whare Pāsefika.

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 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.

### **INTRODUCTION**

Library, Learning and Information Services is a progressive and responsive service that is highly valued by the Institution's learning community. Professional relationships with staff & students are built around providing support and access to resources that leads to success in learning, teaching and research.

Different learning styles and preferences are respected by Division staff with emphasis placed on building confidence that engenders independence in learning. Services are provided to all members of the CPIT community, at campuses within Christchurch and to students studying at a distance. Students with disabilities are supported by the Division through the direct provision of resources and by assisting tutors teaching students with disabilities.

### **PRIME OBJECTIVES OF THE POSITION**

The incumbent is responsible for:

- Providing an effective sign language interpreting service for classes containing Deaf students.
- Providing the communication link between Deaf staff/students and those with whom they wish to communicate.
- Liaising and supporting Disability Services through working with colleagues, Deaf staff/students and external organisations.
- Networking and maintaining effective internal and external relationships to facilitate quality outcomes.

### **PROFILE**

The successful applicant will be able to demonstrate that she/he has the ability to manage the tasks, relationships and the employment context for this position:

The Interpreter will **preferably** have:

Qualifications, including:

- A Sign Language Interpreter qualification
- A Tertiary qualification (preferably a degree)

**Experience, including:**

- Working with adult learners
- Working with people with disabilities
- Working with Deaf Students
- Working in the Tertiary Education Sector

**Specific skills and abilities, including:**

- Ability to accurately interpret using NZ Sign Language, manually coded English and spoken English in various situations
- Ability to deliver English with clear lip patterns for lip reading purposes
- Sound administrative skills.
- Good computer skills (MS Word, Email, and Database applications).
- Ability to market and enhance the profile of Disability Services to the Deaf community.

**Personal attributes, someone who:**

- Is credible within the Deaf community and has an understanding of Deaf culture
- Has an understanding of the issues facing disabled students in Tertiary Education
- Acts with integrity
- Works to understand others and is flexible in response to optimise the outcome
- Works cooperatively and collaboratively with others to negotiate appropriate solutions
- Has appropriate expectations of self and others
- Demonstrates initiative and problems solves creatively
- Is willing to commit to CPIT staff profile which encompasses a focus on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy.

**RESPONSIBLE TO**

Manager – Education Support Centres

**WORKING RELATIONSHIP WITH**

- Deaf Students
- Disability Services Staff
- Learning Services Staff
- Library Staff
- Academic staff
- Division staff across CPIT
- Employers
- Local Disability Agencies
- Other relevant service providers

**KEY TASKS****Student Access**

- Provide interpreting for Deaf students in order that Disability Services staff may more fully identify their support needs
- Work collaboratively in the provision of services, support and other resources as needed by Deaf students
- Work collaboratively with other student services on campus and inform Deaf students about the availability of these services to them
- Work collaboratively with staff in Divisions to reduce barriers to access for Deaf students
- Provide interpreting for Deaf students to enable participation in CPIT and CPSA events such as graduation and orientation.
- Identify areas of need and service gaps through regular Disability Services client surveys

- Expected Result: Deaf Students have equitable access and the number of enrolments increase

### **Student Learning and Teaching**

- Provide interpreting for the assessment of the learning support needs of Deaf students
- Work collaboratively with Academic staff to optimise the learning outcomes for Deaf students without compromising the standard for entry or assessment
- Be available to meet with staff to provide advice and plan for good practice in communication with Deaf students
- Expected Result: Barriers to learning opportunities are minimised for Deaf students and successful completion rates are maintained

### **Disability Liaison**

- To participate in the setting of objectives in the application for the Special Supplementary Grants for Students with Severe Disabilities
- Maintain regular contact with external disability organisations and community networks
- Maintain professional knowledge through subscription to and participation in electronic discussion lists and professional reading as appropriate
- Participate in disability conferences and seminars as appropriate

Expected Result: Deaf students and CPIT benefit from productive alliances which result in mutual and positive development

### **Service Quality**

- Contribute to the development and delivery of Disability Services in response to student evaluation and CPIT plans
- Assist team members to work confidently and competently with Deaf students, and provide training as required
- Meet with manager to negotiate personal objectives, review job description, appraise performance, and identify professional development needs as informed by CPIT's and the Division's strategic goals and business plans
- Administer systems for supporting Deaf students' individual needs and maintain accurate records

Expected Result: Disability Services has an excellent reputation within CPIT, functions effectively, and delivers a range of appropriate and timely support services to Deaf students. Client and staff feedback indicates a high level of satisfaction and low level of complaints with the service

## **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.

### **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 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. 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 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.

## APPLICATION DETAILS

Applications for Appointments – Allied Staff forms must be marked:

**NZSL - Interpreter**

**Ref No: DR2992**

Applications should be addressed to:

Senior HR Advisor  
Christchurch Polytechnic  
Institute of Technology  
PO Box 540  
**CHRISTCHURCH**

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03-9408623  
Fax: 03-9408616

And forwarded in person, post, email or fax.

***Apply Now***

*The standard application form attached provides the Polytechnic with a common set of information about each candidate, but applicants should not limit themselves to that form. Personal applications set out in the applicants own style including a curriculum vitae and particular references to the job description and personal profile are welcomed.*