

Academic Administrator

Position: Permanent
Contract: Grade 4 salary range \$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.

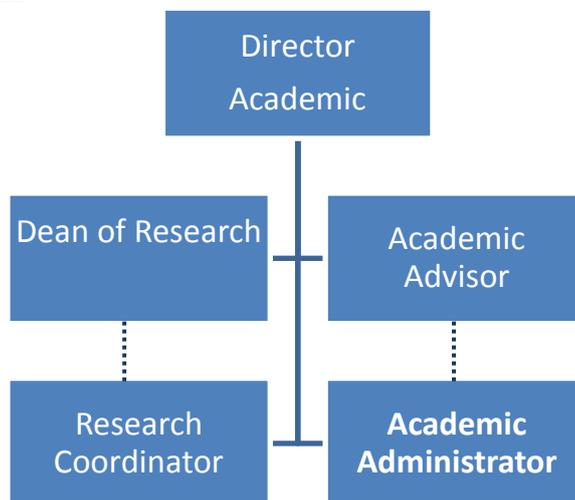
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi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

ORGANISATION STRUCTURE



DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Nil
Other: To be determined

PRIME FUNCTION/PURPOSE OF THE JOB

The Academic Administrator undertakes administrative tasks and responsibilities within the Academic Division and also support to the Academic Board and various sub-committees. The administrator also provides PA assistance to the Academic Director.

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
Education/Qualifications/Knowledge:	<ul style="list-style-type: none"> A relevant qualification – academic, technical and/or professional
Experience/Skills <ul style="list-style-type: none"> Administration skills and experience to a senior level Experience in a tertiary education environment Experience as a PA or secretary 	
Personal Attributes: <ul style="list-style-type: none"> Excellent interpersonal communication skills A high level of written communication skills in relation to corresponding with statutory bodies, managers and academic staff Ability to work independently, while also working as part of a team Competent in the use of computing packages, particularly word processing, email and database Ability to document accurate and succinct records of meetings Commitment to maintain appropriate levels of confidentiality 	

KEY FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> Academic Director Academic Advisor Academic Board and sub-committees Faculty Academic Co-ordinators Members of Academic Division Research Coordinator 	External

KEY TASKS	EXPECTED RESULTS
Programme Approval Committee (PAC) <ul style="list-style-type: none"> Convene Committee meetings. Set up and co-ordinate PAC teams to consider programme applications. Conduct preliminary evaluation of programme applications before distribution to PAC teams, and work as a member of evaluation teams when required. Prepare agendas and reports for meetings. Document meetings and action decisions made as required. Create and maintain central files of papers. Maintain records of faculty delegated course approvals, and liaise with Community Education Co-ordinator re annual approval of ACE portfolio Maintain complete records of programme 	<p>Meetings documentation is prepared and distributed to relevant parties in a timely manner.</p> <p>Academic Division records are maintained for accurate and timely retrieval of information.</p>

approval details, including hard copies	
Academic Procedures Committee (APC) <ul style="list-style-type: none"> • Prepare agendas and document minutes of meetings. 	As above
PA to Academic Director <ul style="list-style-type: none"> • Manage the Director's diary • Prepare documentation for meetings • Provide administrative and PA assistance for external and internal evaluation and accreditation and approval processes. • Manage correspondence/mail for the Academic Director • Coordinate travel bookings, including ITPNZ reimbursements • Credit card returns to Finance Division 	<p>Academic Director's time management effectively supported</p> <p>Divisional processes run smoothly and effectively</p> <p>Correspondence is sorted, stored and answered where appropriate</p>
Academic Division Administration <ul style="list-style-type: none"> • Assist with the development and maintenance of the Division's quality systems. • Collate data from central student surveys and assist with analysing and presentation of data • Produce electronic documentation, letters and reports as necessary. • Assist with research projects undertaken, including collection, analysis and presentation of data. • Provide administrative support for the Academic Director and Academic Advisor • Filing of records, minutes and documents • Disseminate Institute policies, both in hard copy and on the intranet; undertake audits of policy manuals from time to time. • Update information on the Academic Division website relating to Academic matters • Maintain stocks of stationary and printed material 	<p>Divisional quality processes run smoothly and effectively.</p> <p>Surveys are processed accurately and in a timely manner</p> <p>Reports and documentation are accurate and easily accessible</p> <p>Files, records and documents are accessible</p> <p>Up to date policies are disseminated to relevant parties</p> <p>The website is up to date</p>

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**.

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 are 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.

APPLICATION DETAILS

Applications for appointment must be marked:

Administrator – Academic

Ref. DA3383

Applications should be addressed to:

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

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

***Applications Close
Monday 3 November 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.