

**Manager**  
**Research and Knowledge Transfer**

**Position:** 40 hours per week  
**Contract/Grade:** Individual Employment Agreement

**INTRODUCTION**

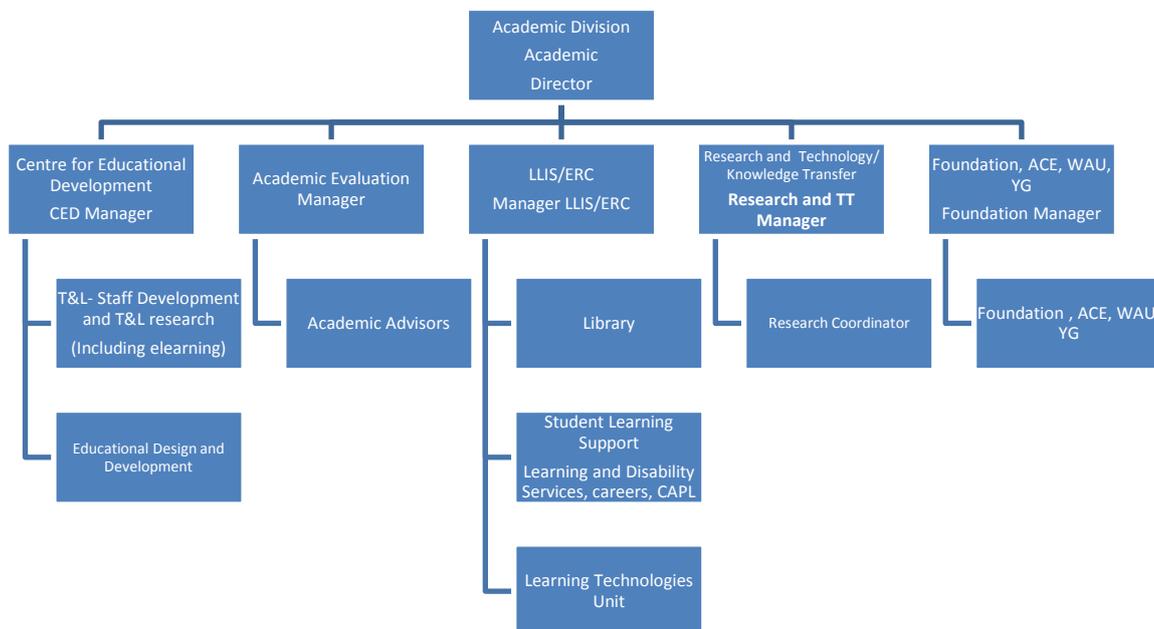
Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined 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.

The Academic Division is responsible for the Centre of Educational Development, Academic Evaluation, LLIS/ ERC, Research, Foundation, Academic Quality, Research and Technology Transfer within CPIT. It works in partnership with Faculties, Divisions and other organisations to ensure CPIT’s educational offerings, student and staff support, research and technology transfer are of the highest quality.

**ORGANISATION STRUCTURE**



**PRIME FUNCTION / PURPOSE OF THE JOB**

- To support Faculties and Divisions to develop and implement CPIT’s Research and Technology/Knowledge Transfer plans.
- Provide leadership to the institutions research and knowledge transfer strategies.
- Provide support and direction for staff engagement in the PBRF.
- Assist Faculties with funding proposals (for e.g. contract research, collaborative and Knowledge Transfer Partnerships).
- Engage with local and regional partners.
- Manage relevant parts of the institutions intellectual property policy and have specialist development capabilities in the exploitation of intellectual property.
- Manage reporting as required to funding bodies, Research Councils and other external organisations.

**DELEGATED AUTHORITY AND RESPONSIBILITIES**

**Financial:** As delegated  
**Human Resources:** Delegation level 400 on the Human Resources Delegation Schedule.  
**Other:** As negotiated

**PROFESSIONAL PROFILE**

<b>ESSENTIAL</b>	<b>PREFERRED</b>
<p><b>Education/Qualifications/Knowledge</b></p> <ul style="list-style-type: none"> <li>• An understanding and appreciation of a wide range of research frameworks, contexts and practices and a vision for developing this knowledge into a cutting edge, holistic and engaged research culture</li> <li>• Masters level qualification</li> <li>• Track record of research</li> <li>• Experience in technology transfer projects and management</li> </ul>	<ul style="list-style-type: none"> <li>• PhD</li> <li>• An understanding of how research can be applied to a range of non-academic contexts, and experience in creating these kinds of links</li> </ul>
<p><b>Experience/Skills</b></p> <ul style="list-style-type: none"> <li>• Experience in liaison with staff, companies and external bodies</li> <li>• Experience in strategic planning</li> <li>• Active in research or technology transfer</li> <li>• Experience in working through culture change and resilience in seeing change through</li> <li>• Sound grasp of real and potential intellectual property issues with practical strategies for prevention or resolution.</li> </ul>	
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Engaged and engaging communicator.</li> <li>• Able to work cooperatively and effectively in a team environment.</li> <li>• Strong networks in a range of research contexts and ability to grow and develop new networks</li> <li>• A focus on facilitating excellence through quality feedback and a commitment to continuous improvement.</li> <li>• Sharp, action-oriented, consistent, open-minded, ethical.</li> </ul>	

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Academic Director</li> <li>• Academic Advisors</li> <li>• Academic Board and sub-committees</li> <li>• Deans</li> <li>• Members of Academic Division</li> <li>• Research Coordinator</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Agencies including but not limited to: ITPQ NZQA ITPNZ</li> <li>• Local and regional partners</li> <li>• Funding bodies</li> <li>• Research councils</li> </ul>

<ul style="list-style-type: none"> <li>• Academic Division Management Team</li> <li>• Innovating New Zealand (INZ)</li> </ul>	<ul style="list-style-type: none"> <li>• Industry</li> </ul>
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KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"> <li>• Lead the office of Research and Knowledge transfer.</li> <li>• In consultation with Faculties and relevant domains of the Academic Division, provide professional leadership, structure and direction to the institution's research and knowledge transfer strategies in the broader context of TES's priorities for Tertiary education.</li> <li>• Provide vision, support and direction for staff engagement in research and knowledge transfer.</li> <li>• Identify best practice examples of research and knowledge transfer to facilitate improvements in the institution.</li> <li>• In partnership with Faculties, build relationships with key external stakeholders, both public and private sector, to support and develop applied research and knowledge transfer.</li> <li>• Support activity within the Institution in building processes for managing stakeholder and partner relationships for research and knowledge transfer.</li> <li>• Advise on institutional professional development needs for developing knowledge transfer as a key strategy.</li> <li>• Liaise effectively with key stakeholders across the Institution regarding the successful implementation of the research and knowledge transfer strategy (e.g. Deans, Heads of School, Research committees).</li> <li>• Assist Faculties with development and monitoring of research and knowledge transfer plans and funding proposals (for e.g. contract research, collaborative and Knowledge Transfer Partnerships).</li> <li>• Manage the institution's intellectual property policy and have specialist development capabilities in the exploitation of intellectual property.</li> <li>• Manage reporting and liaison as required to funding bodies, Research Councils and other external organisations.</li> <li>• Investigate and disseminate information on possible opportunities for research funding and knowledge transfer.</li> <li>• Represent the Institution on external bodies or committees as identified from time to time.</li> <li>• Recommend on matters relating to policy on research and knowledge transfer.</li> <li>• Manage CPITs internal evaluation and submission of PBRF evidence portfolios and/or similar activities related to other formal research evaluation processes.</li> <li>• Engage in training programmes in research and knowledge transfer in the Institution as appropriate in consultation with line manager.</li> <li>• The manager may be able to continue to be an active researcher or involved in knowledge transfer depending on workload.</li> <li>• Identify intellectual property, support the realization of the potential</li> <li>• Facilitate the resolution of IP issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved research culture and outputs across the institution</li> <li>• Ongoing research and knowledge transfer projects established across the institution with industry and other stakeholders</li> <li>• Ongoing enhancement of research profile of CPIT</li> <li>• Intellectual property rights safeguarded and managed.</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 Academic Director.

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## ADDITIONAL INFORMATION

- 1. 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.
- 2. Staff Training and Professional Development** - Staff are required 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 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 workshops.
- 5. Trial Period** - When appointed to a permanent role, and new to employment with CPIT, a trial period of three months applies to the employment.
- 6. Intellectual Property** - Intellectual property developed by Employees in the course of their employment belongs to CPIT.
- 7. 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 in this position on the terms and conditions of the TIASA Collective Agreement. If the staff member joins the union the terms of that union's collective agreement apply 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 based on the collective agreement and we can mutually agree to change those terms and conditions at any time.

## APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications Close  
Monday 24 May 2010**

*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.*

# THE CPIT MANAGEMENT COMPETENCIES

## SECTION 1

**OBJECTIVE - *Creating and Maintaining Our Culture of a Shared Vision and Values*** - *we have a culture that reflects our commitment to our community and our stakeholders by continuously developing our own community of committed people working together through shared values. Our well led, collaborative and inclusive work environment makes it easier to do the right things in the right way more quickly and with more confidence that we will achieve the best outcomes.*

### **Competency 1 - Visioning, Strategic Capability, Leadership**

Competency definition: must be able to provide a vision, set the direction for the organisation and inspire others in order to deliver on the organisation's priorities so that CPIT is continually recognised as at the forefront of vocational educational delivery in New Zealand and is able to attract new and repeat business locally, nationally and internationally.

### **Competency 2 - Lives our Kaupapa**

Competency definition: fully understands and always demonstrates own and builds staff commitment to the Kaupapa so that all staff understand our values and choose to live by them in all their endeavours at CPIT ensuring that the organisation attains its desired culture and outcomes.

## SECTION 2

**OBJECTIVE - *Our Quality People*** – *the combination of people who are smart, passionate, committed, creative, innovative, expert and risk takers enables us to meet every challenge, create new opportunities and convert clever thinking into quality processes that contribute to our success every day.*

### **Competency 3 - Empowerment and Building the Team**

Competency definition: must be able to manage and encourage people, optimise their outputs, develop cohesive teams and effectively manage relationships in order to achieve organisational goals so that the institution is better, stronger and more able to accept and thrive on business challenges and opportunities as they arise.

### **Competency 4 - Knowledge Acquisition and Management**

Competency definition: must be able to promote the generation and sharing of knowledge and learning in order to enhance the individual's and collective's knowledge within the organisation so that our people can develop their expertise enabling them to convert clever thinking into quality processes so that the CPIT's overall success grows every day.

## SECTION 3

**OBJECTIVE: *Our Ability To Make A Positive Difference*** - *the notion that "we all make a positive difference" lives throughout the institution with our people having the knowledge, appropriate resources and support to make every interaction and every idea potentially great.*

### **Competency 5 - Student Orientation, Customer Focus and Operations Delivery**

Competency definition: committed and able to deliver the best services within organisational constraints so that students and customers have the opportunity to get their needs met so that they reflect to their colleagues, peers and community the high value received from CPIT.

### **Competency 6 - Service Delivery Innovation**

Competency definition: must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes in order to achieve organisational goals so that CPIT remains as one of the leading tertiary providers nationally and is recognised as the best vocational education provider in the region.

### **Competency 7 - Communication**

Competency definition: must be able to exchange information and ideas in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes so that the messages provided are appropriately received and add value to the overall interaction.

## SECTION 4

**OBJECTIVE: *Our Commitment To Results*** - *our people want to be the best and are committed to CPIT being recognised as the leading tertiary provider of vocational education in the region, and nationally are market leaders in specific areas of provision.*

### **Competency 8 - Financial Management**

Competency definition: must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices and CPIT policies and

requirements in order to ensure the achievement of strategic organisational objectives so that the institution remains financially sustainable while fulfilling its commitment to its students, customers and communities.

**Competency 9 - Problem Analysis and Resolution**

Competency definition: must be able to apply smart thinking in systematically identifying, analysing and resolving existing and anticipated problems in order to reach optimum solutions in a timely manner to ensure that our business is able to use its resources effectively and develops solutions that are appropriate for the long term, leading edge and effective.

**Competency 10 - Project Management**

Competency definition: must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes so that CPIT remains relevant, effective and at all times is able to fulfill legislative, contractual and ethical obligations and commitments.

**Competency 11 - Change Management**

Competency definition: must be able to initiate and support organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments so that CPIT's ongoing relevancy, delivery and stability enables it to prosper to support its people and its communities.