

**Head of School
Engineering**

Position: Full time; Permanent
Appointment: Individual Employment Agreement

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. 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.

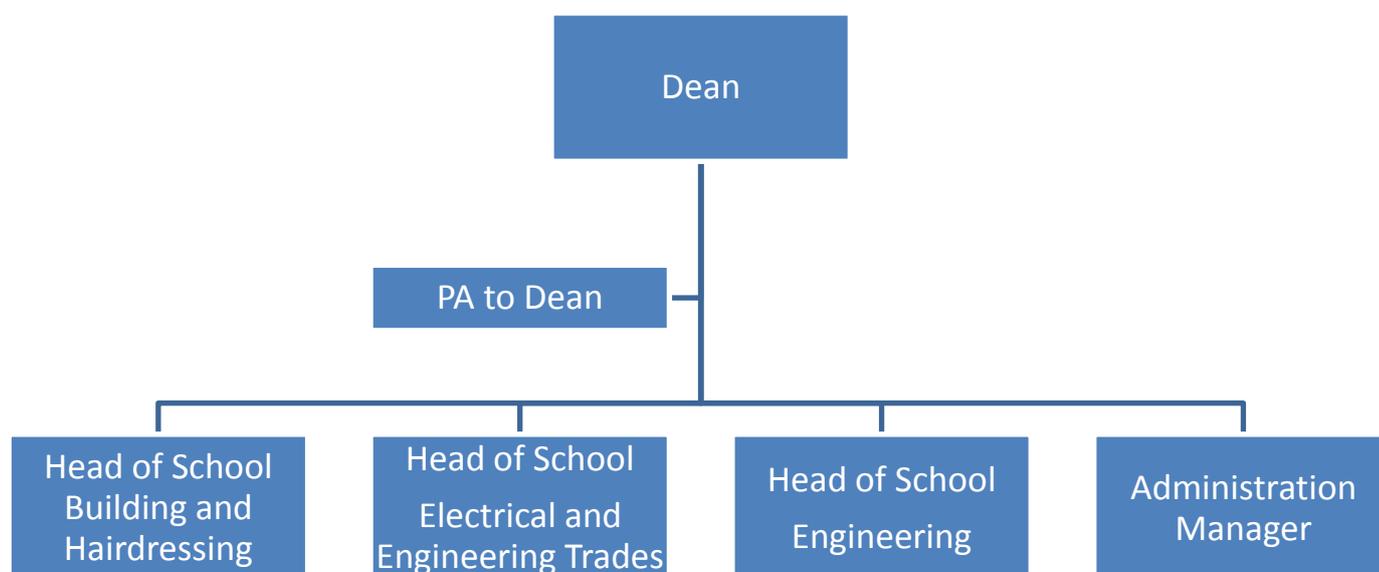
CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focused. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,500 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.

FACULTY INTRODUCTION

ORGANISATION STRUCTURE (from January 2009)



PRIME FUNCTION/PURPOSE OF THE JOB

- To lead, manage and engage the School’s staff in the achievement of its goals and objectives in a manner consistent with the requirements of the CPIT Charter, CPIT strategic priorities and goals and statutory and regulatory requirements.

- To actively engage with relevant industries/professions/communities to ensure that positive and productive relationships are developed and maintained to inform the school of current and future training needs.
- To ensure that the needs of industries, professions, communities are reflected in the school's portfolio of programmes and that the relationships with the various stakeholders are sufficiently robust to enable open communication.
- To ensure that the programmes/courses are educationally and financially sustainable.
- To engage and explore across school/faculty initiatives, projects and programme development.
- As a member of the Faculty's Management Team work cooperatively with other managers, staff and stakeholders to achieve CPIT's mission and vision.
- To operate a problem resolution approach to managing staff and other resources in order to maximize the value being added to the organisation.
- To role model CPIT's values and grow a culture of high productivity and high trust within the School and across the organisation.
- To develop, lead and promote the vision and development of the School in keeping with Faculty and CPIT strategic direction and priorities

PROFESSIONAL PROFILE

This school is being re-developed to become the hub of an engineering centre of excellence and dynamic leadership is required to make it one of the leading providers of engineering technician and technologist training in New Zealand. The Head of School must be able to develop the school in this direction and steer it through the demands facing tertiary education in New Zealand. The role combines business management with academic and staff leadership in these areas. As such the successful applicant will be able to provide evidence of management ability in an educational setting.

ESSENTIAL	PREFERRED
<p><i>Education/Qualifications/Knowledge:</i></p> <ul style="list-style-type: none"> • A tertiary qualification at least to Bachelors level and experience in a discipline or disciplines related to the School. 	<ul style="list-style-type: none"> • Teaching qualification
<p><i>Experience:</i></p> <ul style="list-style-type: none"> • Proven skills and experience as a manager and leader • Experience in managing the demands of people and events in a creative arena. • Sufficient academic/educational background to lead delegated staff through the development of courses and programmes to meet the needs of future graduates • The development and maintenance of positive working relationships with all stakeholders 	<ul style="list-style-type: none"> • Experience in managing the demands of people and events in the performing arts. • Teaching experience
<p><i>Skills and ability to:</i></p> <ul style="list-style-type: none"> • Empower others • Plan, organise, delegate, administer and control School activities to meet quality standards and deadlines. • Manage educational planning, course development and documentation. • Provide teaching and research leadership and support. • Lead entrepreneurial activities, including inspiring people to think and act innovatively. • Develop and implement strategy to achieve medium to long-term goals. • Anticipate business as well as respond to changes appropriately and innovatively. • Plan, budget, negotiate, manage and be accountable 	

for resources and resource utilisation. <ul style="list-style-type: none"> • Lead, mentor and team-build in order to draw together a range of professionals into a harmonious team. • Work to the goals and values of this polytechnic. 	
<i>Personal Attributes:</i> <ul style="list-style-type: none"> • Gains enjoyment from working alongside others to ensure operational effectiveness. • Show versatility and adaptability in meeting goals. • Adopt both a solutions and future focus. • Manage in a culture that encourages an open and participative style. 	

DELEGATED AUTHORITY AND RESPONSIBILITIES

- **Financial:** Formal delegations will be agreed with the Dean of Faculty in accordance with CPIT policies and procedural guidelines
- **Human Resources:** Formal delegations will be agreed with the Dean of Faculty in accordance with CPIT policies and procedural guidelines
- **Academic:** Formal delegations will be agreed with the Dean of Faculty in accordance with academic policy and procedural guidelines

FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> • School staff and school management group • Faculty staff • Other Heads of School • Students 	External <ul style="list-style-type: none"> • ITPQ • TEC (for new degrees) • Advisory group Chairs • Canterbury University CPIT Liaison Committee • Industry Groups • Court Theatre

KEY TASKS AND EXPECTED RESULTS

Achievement of the position objectives will involve the following:

1. Management

Lead and manage the operational requirements of the school within defined accountabilities and implement strategy that contributes to the achievement of the School's/Faculty's objectives and CPIT's imperatives.

Expected Outputs and Outcomes include:

- School staff are a productive and well-informed team.
- School vision and identity is promoted effectively via a strong network of relationships internally and externally.
- Information to staff is regular and open flow e.g. by way of meetings.
- Annual operational and strategic plans for the school that ensure the effective use of all available resources
- Establishment and maintenance of productive links with relevant professional and industry groups
- School responsiveness to industry and stakeholder needs assessed by the feedback from those groups
- Achievement of a strong identity for the school as a leader in the delivery of quality programme assessed by the recognition given during audit processes and TEC processes
- Analysis of the school's capability to inform decision making
- Development and monitoring of effective relationships across CPIT to ensure the School has access to the various groups required to develop partnerships and synergy for the benefit of the School, Faculty and organisation.
- Appropriate contingency plans are developed as part of risk management plan to ensure effective operation of the School

2. Financial and Resource Management

The Head of School is responsible for the management of the School's budget once approved by the Dean of Faculty

Expected outputs and outcomes include

- Preparation and negotiation of School annual operating budget including EFTS targets, staffing requirements, income and expenditure, and capital requirements in accordance with CPIT's systems and processes.
- Management of the School budget within financial delegation to achieve budget targets and any variances fully reported and explained.
- Formal financial delegations levels established for staff within School with the appropriate support and guidance given to ensure effective management.
- Financial monitoring and reporting processes established and maintained within School
- Regular monitoring and reporting to the Dean on financial performance of School with early warning of areas needing attention and possible options for resolution developed.
- Programme and School timetables established in accordance with CPIT time lines and processes and cognisant of the need for greater efficiency and higher productivity.

3. Human Resources Management

The HOS is responsible for the management of School staffing within CPIT policy and procedural guidelines.

Expected outputs and outcomes include

- Appropriate allocation and effective, efficient staff deployment within targets and budgets so that delivery is cost effective and maximizes capability.
- Compliance with employment agreements and HR policy and procedures.
- School staff performance appraisals conducted so that staff have clear objectives and fully understand how their contribution is contributing to the achievement of the School's goals and CPIT's strategic priorities.
- All School staff have annual professional development plans which focus on the contribution to be made by their work to the School, Faculty or organisation and those plans are completed in the prescribed timeframe.
- All staff leave approved and recorded in accordance with CPIT's policy and procedures
- Participation in staff selection processes ensuring employment of staff appropriate to School's and CPIT's needs.
- Management of staff performance and conduct in accordance with CPIT policy and procedures.
- New staff induction/orientation processes conducted on the commencement of employment evaluated by staff feedback and performance.
- Promotion/ re-grading applications completed in accordance with CPIT's policy and procedures.
- Maintenance of regular and open communication processes/channels with school staff.
- Development and maintenance of appropriate team clusters to create the synergy within the School necessary to support new initiatives and reviews as required for the enhancement of the School's activities.
- Coach and mentor direct reports so that they have role clarity and have the capacity and capability to effectively lead, manage and engender cooperative work in teams.
- A succession planning approach is taken to the development of capability within the School.

4. Academic Management

The Head of School is responsible for the delivery of quality education programmes within the School.

Expected outputs and outcomes include:

- All courses and programmes within the School have the necessary approvals and accreditation from NZQA, NZPPC and relevant registration bodies.
- All programmes offered by the School meet Academic Board requirements and are delivered in accordance with the Programme documents. Any variations are approved by the Dean of the Faculty
- Appropriate academic quality assurance procedures both exist and are supported within the school including but not limited to moderation and evaluation of programmes and courses
- Courses and programmes are regularly reviewed in consultation with staff, students, industry, commerce or the community to ensure they continue to meet regional and where appropriate national requirements where the programme is agreed to have national significance or leadership. Where a programme is no longer meeting agreed needs then it will be reviewed and the decision made with appropriate consultation to amend or cease delivery.

- New programmes are developed that are responsive to identified need within industry and the community and in response to initiatives from within CPIT, faculty and school.
- New programmes and qualifications at certificate, diploma and degree levels are educationally sound and demonstrably viable.

5. Health and Safety

The HOS is responsible for ensuring that their own and the School's responsibilities and accountabilities under the Health and Safety in Employment Act 1992 (and any subsequent amendments) are complied with. The Act includes obligations in respect of staff, visitors and contractors.

Expected outputs and outcomes include:

- New staff inductions include health and safety policy and procedures and are delivered immediately on arrival to staff, students and visitors.
- All staff are aware of and comply with CPIT's health and safety policy and procedures.
- Hazard identification processes established and maintained within the School
- Hazard Register is maintained and up to date
- Accidents and incidents are reported immediately and strict adherence to CPIT policy and processes in relation to the management of such matters occurs within the School.

6. Teaching

The Head of School may carry a teaching load as agreed with the Dean of Faculty

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. It is 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 Dean – Trades Innovation Institute.

FOR YOUR INFORMATION

1. Limitations on Authority

Limitations on Authority will be agreed with the Dean in accordance with CPIT policies and procedures

2. Performance Review Procedure

Performance reviews will be conducted at least annually. The annual review process involves these sources of input:

Documentation and other materials submitted by the employee, after conducting an agreed review process.

Assessments made by the Dean in discussion with the Head of School

3. 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.

4. Professional Development

5. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

6. 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.

7. 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.

8. Employment Terms and Conditions

An individual employment agreement will be negotiated confirming terms and conditions of employment

9. 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:

Head of School Engineering

Ref. FS3377

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

CHRISTCHURCH

***Applications Close
Monday 17 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.