

Jasper Web Developer

Position: Full time, 37.5 hours per week; fixed term for 9 months
Grade and Salary: Grade 4/5, appointment range \$36,393 - \$48,441 per annum

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 Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in Te Rao 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.

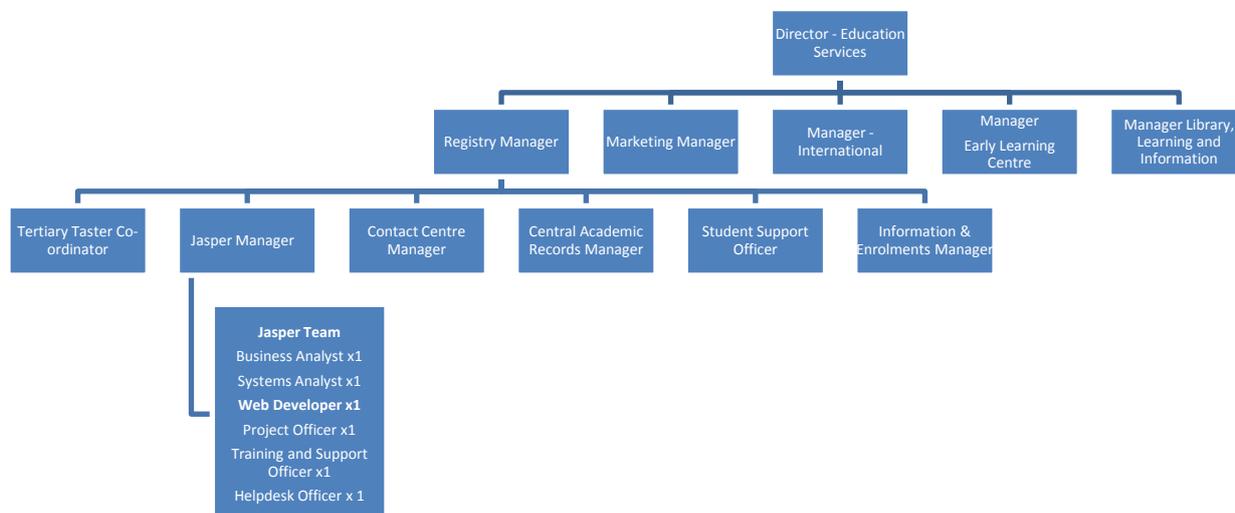
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

INTRODUCTION

Education Services is a large diverse division which includes planning and development functions, marketing and enrolment for both domestic and international students, and library, learning and other support services. Education Services works in partnership with faculties and divisions to support CPIT’s educational objectives and student success.

Jasper is CPIT’s Student Management System which was developed in conjunction with Jade Software Corporation. The system is used by a number of other New Zealand tertiary institutions, who have developed a strong user group to develop the product to suit their organisations needs. The system is used to manage all aspects of the student lifecycle from enquiry right through to graduation, as well as the development and management of curriculum and awards.

ORGANISATION



PRIME FUNCTION/PURPOSE OF THE JOB

To participate in the Jasper XML Project through to completion.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: None

Human Resources: None

Other: None

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><i>Education/Qualifications/Knowledge:</i></p> <ul style="list-style-type: none"> • A relevant tertiary IT qualification • Proven competence in web publishing and application of web technologies preferably in an educational environment • Proficiency with HTML, XHTML, XML & CSS, an ability to develop scripts using languages such as PHP & JavaScript, and skills using SQL • Demonstrated experience in collaborative delivery of identified project outcomes 	<ul style="list-style-type: none"> • Knowledge of open source platforms an advantage • A knowledge of Object Oriented paradigms and Service Oriented Architecture a definite advantage
<p><i>Experience/Skills:</i></p> <ul style="list-style-type: none"> • Proven customer service skills, and commitment to quality service • Excellent oral and written communication skills • Problem solving and troubleshooting skills, the ability to handle problems logically 	
<p><i>Personal Attributes:</i></p> <ul style="list-style-type: none"> • Ability to learn, understand, interpret and apply CPIT business policies, procedures and rules effectively in a system/project environment • Maturity to relate to and work with people at all levels and from a wide range of backgrounds • Planning and self management: ability to cope with competing demands and prioritise appropriately • Co-operative approach and willingness to work in a team • Flexible and receptive to change • Willingness to commit to the CPIT staff profile which includes a commitment to a student focus, biculturalism, internationalisation, health and safety, and teaching and learning 	

KEY FUNCTIONAL RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> • Jasper Manager • Jasper Business Analyst • Jasper Team Members • eLearning & Web Support Unit • eMarketing Officer • Information and Enrolments Manager • Central Academic Records Manager • Faculty Representatives 	<p>External</p> <ul style="list-style-type: none"> • Jade Software Corporation

KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"> Become familiar with the CPIT business processes. 	<ul style="list-style-type: none"> A general to detailed knowledge of relevant areas of CPIT to be developed in line with project milestones. Develop collaborative working relationships with relevant stakeholders.
<ul style="list-style-type: none"> To redevelop CPIT's current Jasper Online solution utilising Jade's XML/web services framework 	<ul style="list-style-type: none"> A 'new' Jasper Online website is developed utilising the Jade Web Services interface. The 'new' Jasper Online website is integrated into existing and developing CPIT websites (internal and external). CPIT web development procedures are complied with. Application developments are well documented including system maintenance requirements. Assist in testing, ensuring all components of the application perform as required
<ul style="list-style-type: none"> Participate in multidiscipline project team initiatives 	<ul style="list-style-type: none"> Participate in project-based activities and complete assigned tasks within prescribed deadlines. Supportive team member.
<ul style="list-style-type: none"> Provide effective client liaison and customer service. 	<ul style="list-style-type: none"> Quality service provided to clients. Application meets system requirements. Stakeholders are informed of progress. Web interfaces meet CPIT Web Unit standards.
<ul style="list-style-type: none"> Take on new, relevant, one-off specific projects as may be required by the Jasper Manager. 	<ul style="list-style-type: none"> Work alongside the Jasper Manager and Jasper Business Analyst to deliver and implement the specific projects.

OTHER

<ul style="list-style-type: none"> Provide back-up help desk support to the Jasper Team during peak periods and cover for annual/sick leave. This involves technical support for Jasper system users, including routine tasks and day-to-day queries. 	<p>The Jasper Helpdesk operation runs smoothly, with the following achieved in a timely and efficient manner:</p> <ul style="list-style-type: none"> Queries are answered promptly. Calls are logged adequately. These may in the form of emails, phone calls or walk-in queries. Appropriate support and resolution of problems are provided within agreed timeframes. Complex queries are escalated to other Jasper team members. A close working relationship is established and maintained with other Jasper Team members to deliver a smooth and efficient helpdesk support to the Jasper user base. Help desk is staffed at all times
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NOTES:

All staff are 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 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 duties as assigned by the **Jasper 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 short listing 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. E.g. 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 underrepresented 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:

Jasper Web Developer

Ref. DR 3408

Applications should be addressed to:

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

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

***Applications Close
Friday 05 December 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 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.