

Learning Advisor

Position: 0.5 Proportional FTE (18.75 hours per week), fixed term for 2009 academic year
Contract/Grade: Academic Specialist (Non Teaching Academic Staff Member)

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 Wānanga o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

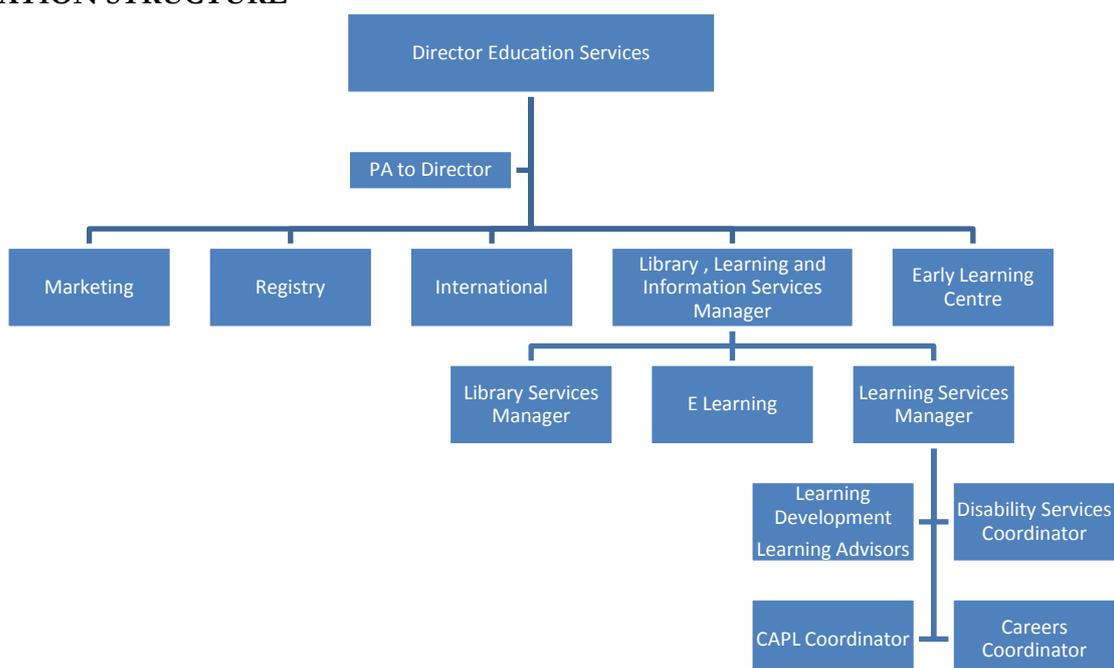
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

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

LIBRARY AND LEARNING SERVICES

Learning Services offers free learning and study advice to all mainstream CPIT students. Learning Advisors focus on supporting students to manage their own study and become successful learners. This includes working with students in a classroom context, on a 1:1 basis as well as in small groups. In the context of an increasingly diverse student body, with a broad range of prior educational experiences there is increased demand for support across the range of academic literacies.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

The Learning Advisors participate in the delivery of learning, academic and maths support services across CPIT at all levels by:

- Providing teaching staff with specialist support and contextualised teaching to assist them to fulfill students' learning needs within the classroom.
- Providing individual learning support, with clear processes for monitoring student progress.
- Developing relevant teaching and learning resources in a range of formats.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
Human Resources: Nil
Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><i>Education/Qualifications</i></p> <ul style="list-style-type: none"> • Degree Qualified 	<ul style="list-style-type: none"> • Teaching Qualification
<p><i>Experience/Skills/Knowledge:</i></p> <ul style="list-style-type: none"> • An understanding of teaching and learning • A client-focused approach to delivery • An ability to respond to student and tutor need in a flexible and timely manner • Excellent organisational and time management skills • Excellent listening, oral, written and interpersonal communication skills • Experience in and knowledge of the tertiary education environment • Knowledge of a range of internal and external support services • The ability to deal with stressful situations • The ability to relate well to students and develop effective relationships with CPIT staff • Relevant administration skills • Knowledge of national and international trends in learning development and the changing tertiary sector • Advanced information technology skills necessary to undertake all aspects of learning development delivery 	
<p><i>Personal Attributes:</i></p> <ul style="list-style-type: none"> • An awareness of and sensitivity to the needs of Maori and EAL students, and students with learning difficulties • A commitment to continuing Professional Development • Advocacy, problem solving and negotiation skills • A flexible attitude towards accommodating peak demands 	

KEY FUNCTIONAL RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> • Student Clients • Learning Support Services 	<p>External</p> <ul style="list-style-type: none"> • External agencies

<ul style="list-style-type: none"> • Disability Services Coordinator • Careers Centre • Foundation Coordinator • Other Academic Staff; Heads of School and Faculty Deans as appropriate • Staff Development • eLearning and Web Unit 	
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KEY TASKS	EXPECTED RESULTS
<p><i>Depending on the area of special responsibility the Learning Advisor will:</i></p> <ul style="list-style-type: none"> • Work with tutorial staff to embed academic and learning skills into programmes/ classes. • Teach individuals, groups and classes the full range of academic literacy's (including learning skills, academic writing skills, information literacy and math) both face to face and online, in the context of their studies. • Liaise with the Learning Services Manager and academic staff to determine the specific requirements of clients (staff and/or students) to enable the effective delivery of learning • Work in partnership with the library to establish effective methods of supporting teaching and learning • Assess student learning needs across a range of contexts and develop a plan to address these • Provide assessment processes and make recommendations that effectively place students according to strengths and identified needs • Advise on relevant academic policies and procedures at an institutional level where appropriate, depending on specific area of expertise. • Raise awareness within CPIT of issues related to academic literacy • Facilitate the PASS and Peer support schemes 	<ul style="list-style-type: none"> • Complies with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements. • Participates in activities seeking staff opinion and feedback, as requested. • Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals. • Participates in committees/working groups, as required. • Contributes and participates in projects from time to time. • Performs other duties related to an Academic Specialist's role, as may be reasonably required from time to time.
<p>Student Responsibilities Exhibit genuine concern for students as individuals and members of the class/course/programme.</p>	<ul style="list-style-type: none"> • Maintains professional relationships with students to help meet individual learning needs. • Learning guidance provided to students as appropriate. • Recognises student learning difficulties and arranges for appropriate support (e.g. referral to learning assistance, including NESB assistance; referral to career, course or personal counseling; referral to student loan/scholarship support). • Practice in non-racist and non-sexist ways and sensitivity to students and colleagues with special needs demonstrated.
<p>Professional Commitment Maintain professional currency and teaching skills suitable to the role of educator and which support CPIT's quality objectives.</p>	<ul style="list-style-type: none"> • Maintains professional relationships with staff to further overall objectives of the School, Faculty and CPIT. • Develops and maintains communication and support networks within work experience organisations, as required. • Maintains professional relationships and liaison with staff in other tertiary institutions, as appropriate. • Contributes to external moderations processes as

	<p>required.</p> <ul style="list-style-type: none"> • Maintains professional relationships with industry and relevant professional organizations • Plans and negotiates use of development time with the Head of School to meet teaching development needs, CPIT's learning profile needs and professional currency needs. • Implements these negotiated programmes for own professional development • Uses feedback on performance from students, peers and Head of School to identify own educational needs and finds opportunities to meet these • Seeks and uses opportunities to maintain professional credibility and competence • Evaluates and reflects on own practice in order to identify directions and strategies for improvement • Participates in the broader professional and academic life of CPIT.
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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 **Learning Services Manager**.

ADDITIONAL INFORMATION

1. Student Evaluation

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.

2. 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.

3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager.

4. 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.

5. Health and Safety

Applicants for positions are asked to declare and 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 engineering workshops.

6. Probationary Period

Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

7. Intellectual Property

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

8. 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 on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE). At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. If the staff member joins a union (ASTE or ATTI), the terms of that union's collective agreement applies 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 and we can mutually agree the terms and conditions. An Academic Specialist position means a non teaching position requiring less than 50 timetabled teaching hours per year and works 37.5 hours per week.

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:

Learning Advisor 0.5

Ref: DR3526

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 2 March 2009***

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.