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| Position | Project Administrator / Support |
| Faculty/Division | Corporate Services Division |
| Location | Christchurch |
| Staffing Responsibility | Nil |
| Academic Delegation | Not applicable |
| Financial Delegations | Nil |
| Human Resource Delegations | Delegation level 600 on the Human Resources Delegation Schedule |
| Employment Agreement | Allied Staff employment agreement Full time, fixed term for 12 months |
| Salary Range | Grade 4 \$39, 094- \$45, 993 per annum |



OUR PURPOSE

CPIT's provision of applied tertiary education and research contributes to the future social, economic and cultural wellbeing of the people, communities, and organisations particularly of Canterbury.

OUR VALUES

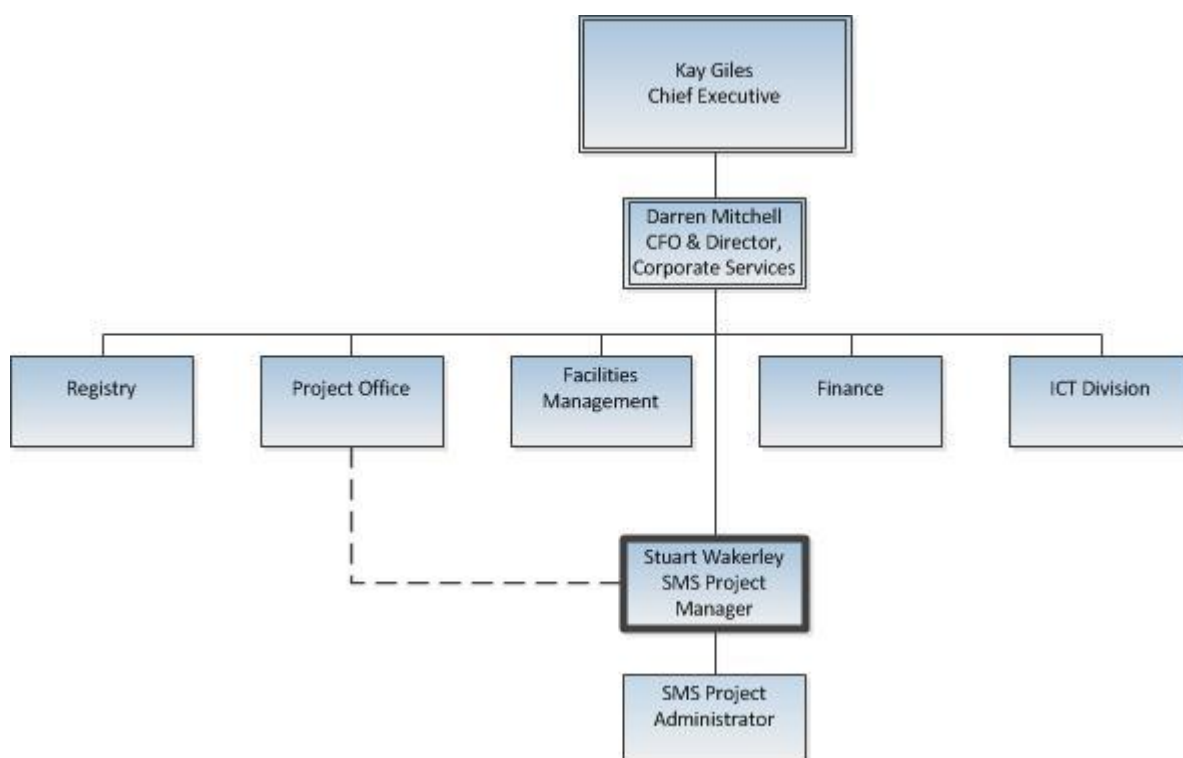
Manaakitanga, Mana Atua, Mana tangata, Matauranga, Mana whenua
Respect, Excellence, Accountability, Learning, Connection

PRIME FUNCTION/PURPOSE OF THE JOB

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

The purpose of this role is to participate in the implementation of a new Student Management System (SMS) as part of a project team of 6, reporting to the Project Manager. Key tasks will include administrative support to the project team, preparation of project and training documentation, system testing and training support.

REPORTING STRUCTURE



| FUNCTIONAL RELATIONSHIPS | |
|---|--|
| Internal <ul style="list-style-type: none"> • SMS Project team members • SMS users | External <ul style="list-style-type: none"> • Tribal implementation consultants • Other tertiary institutions |

PROFESSIONAL PROFILE

| ESSENTIAL SKILLS |
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| Qualifications <ul style="list-style-type: none"> • Relevant tertiary qualification (at least diploma level or equivalent work experience) |
| Knowledge/Experience/Skills <ul style="list-style-type: none"> • High level of proficiency in Microsoft Office products (Word, Excel, Powerpoint, Visio, Project) • Experience in project administration and supporting project teams • A high level of general computer literacy • Excellent written and oral communication skills |
| Personal Attributes: <ul style="list-style-type: none"> • 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 • Thoroughness in completing tasks and producing documentation • Co-operative approach and willingness to work in a team • Customer focused • Flexible and receptive to change • Manages client expectations effectively • Is willing to commit to CPIT staff profile which encompasses foci on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety; IT literacy. |
| <i>Preference will be given to candidates who also demonstrate the following knowledge, skills and experience</i> <ul style="list-style-type: none"> • Knowledge and experience of the New Zealand tertiary education sector an advantage • Experience in using Student Management Systems an advantage |

| Key Tasks | Expected outputs and outcomes include: |
|--|--|
| <p>Project Administration</p> <ul style="list-style-type: none"> • Provide administrative support to the SMS Project Team including taking of minutes, photocopying, filing, ordering of stationary etc. • Support the Project Team with the organisation and administration of meetings and workshops • Support the development, review and tracking of Project documentation • Manage project facilities efficiently • Support the Project Team through the management of the Issues and Risk registers • Manage communication between the Project and institutional stakeholders | <ul style="list-style-type: none"> • Duties are carried out with minimum direct supervision. • Reports and correspondence prepared demonstrate a sound knowledge and understanding of the project, and are at a suitable level for the specific audience • Project registers (e.g. risk register and issues register) are up-to-date and accurate. • E-mails and phone calls are answered/returned in a timely manner. Excellent customer service is provided. All enquiries are dealt with in a helpful and professional manner |
| <p>Project Testing</p> <ul style="list-style-type: none"> • Undertake testing of SMS functionality as required • Record errors and defects in the software for follow up with the vendor • Reconcile Data Migration outputs through the comparison of data in legacy and new systems | <ul style="list-style-type: none"> • Errors and defects are identified and recorded accurately • Project Business Analysts are promptly informed of major issues arising with the software • Data migration integrity is achieved |
| <p>Project Training</p> <ul style="list-style-type: none"> • Provide support for project training activities by becoming an expert user of Tribal SMS with the ability to support the development and review of training materials • Support the delivery of training through knowledge of the system • Provide first level 'Help desk' support to users | <ul style="list-style-type: none"> • Training materials are accurate, up to date and fit for purpose • End users are well supported in their training sessions • Help desk calls are resolved or escalated in a timely fashion |

APPLICATION DETAILS

Applications for appointment are accepted through our online recruitment system.

**Applications Close
Friday 09 March 2012**

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. This document 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 their Manager.

The standard online application 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.

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 July 2010 — 30 June 2012) 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.