



COMMUNITY POLYTECHNIC
Te Kura Matatini o Whitireia

APPLICATION FOR EMPLOYMENT FORM

INSTRUCTIONS

Please complete all sections of this form, answering all questions. The form must be signed and dated. In addition to this form, applicants are asked to provide a full curriculum vitae (including personal information and relevant life history) and a letter of application.

If you are offered this position, you will be required to provide either original or certified copies of your qualifications. We also require proof of identity e.g. passport or birth certificate.

VACANCY DETAILS

Position Applied For: **Manager Business Development – Whitireia in Wellington**
Full time - Fixed Term -(up to 2 years)
Position number: **MBD10/WiW1**
Closing Date: **Friday 16th April, 2010**

Where advertised (eg. Dominion Post 8/2/10) or how did you find out about the position (eg friend)

PERSONAL DETAILS

First Name(s): _____ Family Name: _____

Also known as _____ Gender: F/M

Contact Address:

Home: _____ Phone: _____

Work: _____ Phone: _____

Email address: _____

Cell Phone No. _____

PERMANENT RESIDENCE

Do you have the right of permanent residence in New Zealand or a valid work permit? Y/N

CRIMINAL CONVICTIONS

Note: Criminal records concealed under the Criminal Records (Clean Slate) Act 2004 are not part of the convictions check by Whitireia Community Polytechnic. If you have convictions and you are unsure as to whether they may be concealed under the Act 2004, further information may be obtained from the Ministry of Justice. <http://www.justice.govt.nz/privacy/clean-slate.html>

Have you ever been convicted of any criminal offence, and/or are you awaiting the hearing of charges in a court of law?
If yes, please provide brief details below except for those cases where our asking you would, breach the Criminal Records (Clean Slate) Act 2004.

MEDICAL

Do you have any condition that may affect your ability to effectively carry out the functions and responsibilities of this position? Y/N/Possibly
 If yes/possibly, please detail _____

Have you had an injury or medical condition caused by gradual process disease or infection arising out of work that may be aggravated or further contributed to by the function and responsibilities of this position? Y/N
 If yes, please detail: _____

Do you agree to undergo a medical examination (at our expense) if required? Y/N

Have you ever claimed accident compensation? Y/N
 For a work related accident? Y/N
 For an accident outside work eg home, sports injury etc? Y/N
 If yes, please detail: _____

REFEREES (to be completed by all applicants)

Please give names, address and telephone numbers of at least two referees (at least one referee must be from your immediate previous employment. If you have not yet been employed someone who knows you well).

Name	Position/Relationship	Address	Phone/Email #

DECLARATION

I _____(full name) declare that to the best of my knowledge the information in this application, including my curriculum vitae and letter of application, is correct. I understand that if any false or misleading information is given, or any material fact is not disclosed, I will not be accepted, or if I am employed, my employment will be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any employment compensation.

I also consent to Whitireia Community Polytechnic seeking verbal or written information about me from the named referees.

Signed: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY

Under the terms of the Education Amendment Act 1989 Whitireia Community Polytechnic is required to supply statistical information to monitor Equal Employment Opportunities. Completion of this section is voluntary, and is required for statistical purposes only. This section will not form part of your application for the position.

Which ethnic group do you belong to?

0 NZ European/Pakeha 1 NZ Maori 2 Samoan

3 Cook Island Maori 4 Niuean 5 Tongan

6 Tokelauan 7 Chinese 8 Indian

9 Other (please specify) _____

Age: _____ Date of Birth: _____

Please return completed application form with your CV to:

recruitment@whitireia.ac.nz

*The Recruitment Team
Human Resources,
Whitireia Community Polytechnic,
Private Bag 50-910, Porirua City*

MISSION, VALUES AND GOALS

MISSION STATEMENT

Whitireia Community Polytechnic's mission is to provide excellent education and training opportunities for individuals to develop their talents and abilities to contribute to the social well-being and economic success of their society.

Whakatauki

Te manu e kai ana i te miro – nōna te ngāhere. Engari te manu e kāi ana i te mātauranga – nōna te ao.

The bird that eats of the miro berry owns the forest, but the bird that eats of education owns the world.

VALUES

Manaaki	Encouraging the sharing of views, learning and resources, where individual self-esteem (mana) and group harmony result from caring about and supporting one another.
Identity	Creating a learning environment where all people feel they belong because their uniqueness is valued and promoted.
Equity	Achieving more equal outcomes by providing significant learning and education success for those who have not previously had such opportunities.
Responsiveness	Being flexible, creative and open to change, to better meet individual, industry and community learning needs.
Success	Being an effective organisation with a clear sense of purpose, striving for excellence and creating an environment where all have the right to succeed.
Integrity	Maintaining the highest ethical standards and permitting public scrutiny of all processes to ensure the continuance of those standards.
Accountability	Monitoring and reporting on the maintenance of educational quality standards and on the responsible use of public resources.

GOAL 1

To extend the range, relevance and quality of learning opportunities offered to students to enhance their potential, particularly for employment, locally, nationally and internationally.

GOAL 2

To focus on the success of every student through flexible learning delivery, technology supported learning and quality educational support services.

GOAL 3

To be recognised as a leading provider of tertiary education for multicultural communities and in achieving equity of educational and employment opportunities.

GOAL 4

To enhance the long-term financial viability of the polytechnic through sound financial management, effective administrative systems and managed entrepreneurial activities.

GOAL 5

Whitireia is committed to implementing Te Tiriti o Waitangi.



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POSITION DESCRIPTION

POSITION:	Manager Business Development – Whitireia in Wellington
REPORTS TO:	International Marketing Manager
DIRECT REPORTS:	Nil
EMPLOYMENT TYPE:	Fixed Term - Full time (up to 2 years)
DELEGATIONS:	To be confirmed

FUNCTIONAL RELATIONSHIPS

Internal

Senior Management Team
Financial Services Team
Faculty Deans
Communications & Marketing
International Team

External

Business, industry and ethnic community groups/associations
Employers & employer groups
ITOs
Professional associations, advisory groups
Private Training Entities
Tertiary and secondary school providers
Government agencies

WHITIREIA STATEMENT

The core purpose of Whitireia is to build futures for our students and communities and all employees' roles are expected to incorporate and reflect Te Tiriti o Waitangi, the Vision and Values/Principles of Whitireia:

Vision - Whitireia will lead and illuminate its communities through tertiary education

Te Tiriti o Waitangi - Take all practical steps to create and maintain a culturally sensitive environment for staff, students and other persons. Where appropriate attend training about Te Tiriti o Waitangi and/or biculturalism

Whitireia Values - Demonstrate professional practices that reflect the Whitireia values and principles

POSITION PURPOSE

To build sustainable relationships with, ethnic community groups, other education providers, and business and industry in the Wellington Region to raise the profile of products Whitireia offers to domestic international students and domestic students.

Promote Whitireia as the first choice provider of vocational education and learning in the Wellington Region.

Provide innovative leadership and management in the area to meet the needs of students, employers and emerging partnerships.

PRINCIPAL ACCOUNTABILITIES

Business Development

Assist in the development of robust business and service quality plans that reflect the business need and strategic direction of Whitireia in Wellington.

Identify and develop initiatives within ethnic community groups/organisations, and schools which that Whitireia can apply their vocational expertise to.

Contribute to the growth and presence of Whitireia by leading or assisting with projects from time to time.

Analyse, report and recommend on potential business opportunities

Contribute to and develop strategies and agreements that complement and recognise the business opportunities that Whitireia can contribute to.

Relationship Management

Lead, market and promote Whitireia as an innovative and effective provider of choice for the delivery of education and training in the Wellington region

Lead the development of partnerships and relationships with external and internal stakeholders within the disciplines covered by the region

Represent Whitireia interest at a regional/national level through effective advocacy and representation on appropriate groups as required

Assist the Faculty Deans develop new initiatives including new programmes, or adapt existing programmes to meet identified demand

Assist the Director Communications and Marketing develop and implement communications and marketing strategy for the area

Organisational Management

Manage and develop quality systems for Whitireia operations in Wellington, which are aligned to the organisational quality management system, for the implementation of policies, procedures, practices

Develop, monitor and manage financial resources including participating in the development of the budgets and identifying funding sources.

Human Resource Management

Manage Human Resources in an appropriate and professional manner, promoting good relationships, appropriate behaviours, and a cooperative and collaborative working relationship within the team and with others.

Resource Management

Ensure the effective utilisation of resources and facilities through appropriate planning, co-ordination and monitoring of their use

Health and Safety

Take all practical steps to create and maintain a safe and healthy environment for employees, students and other persons.

PERSON SPECIFICATION

Essential

Relevant tertiary qualification(s)
Applied management and leadership expertise
Entrepreneurship with an ability to be creative
Demonstrated marketing and salesmanship

Desirable:

Strategic planning in tertiary organisational context
Knowledge of project management techniques and tools

Personal Attributes

Ability to negotiate
Influence & persuade
Effective open and transparent communication ability
Pragmatism
Strong emotional intelligence

COMPETENCIES

To effectively meet the competency levels required for this position the individual must be able to:

Systemic Thinking

- think abstractly as well as concretely
- see the organisation as a whole and the relationship between its parts
- contribute to the organisations strategic direction.

Self-Management, Planning, Initiative and Productivity

- perform a range of tasks under competing demands with minimum supervision
- organise and prioritise workloads effectively to ensure high quality results within deadlines.
- assert influence over events to achieve goals and to proactively take action to achieve goals beyond what is required.
- anticipate potential issues and develop practical solutions.
- demonstrate efficient and productive work practices.
- manage information and keep effective work records.
- set high goals or standards of performance for self; imposing standards of excellence on self rather than others.
- develop and implement systems and processes to promote efficiency and to come up with solutions to systems problems.
- anticipate the information and organisational needs of the Manager and other team members.

Strategic Focus

- stand apart from day to day issues and identify strategic issues affecting the organisation
- use knowledge of changing situations and pressures inside and outside the organisation
- identify organisational problems and opportunities and suggest, develop and implement practical strategies to deal with their potential impact and enhance the long term success of the organisation

Management Values

- become a role model for others, and general confidence and commitment in others through their own ethical conduct
- act from a sense of values and principles that will not be compromised under difficult circumstances
- be relied on to do what they say they will
- demonstrate respect for other people's experience and knowledge

Judgement and Decision-Making

- decide on and commit to an effective course of action, following the evaluation of alternatives which are based on logical assumptions, factual information, resource constraints and organisational values
- involve an appropriate blend of intuition based on experience with the analysis of fact to reach workable solutions
- include the exercise of judgement in areas of business targets, stakeholder relationships, influences on revenue and profitability

Making Connections & Relationship Management

- make important connections in a complex and dynamic environment and understand the importance of one's own business goals to the goals of others and vice versa.
- develop, maintain and use a network of individuals or organisations to assist in achieving work related goals.
- This involves personal contact with individuals or groups inside and outside the organisation.
- It is an ability to use appropriate interpersonal styles and communication methods to establish credibility and rapport and influence the views and actions of others.
- This includes behaving appropriately within a cultural context and the ability to work effectively with public media.