

**Liaison Librarian**

Position: **Permanent Full time**  
Contract/Grade: **Grade 6: Appointment Range; \$45226 to \$53208 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 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 Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

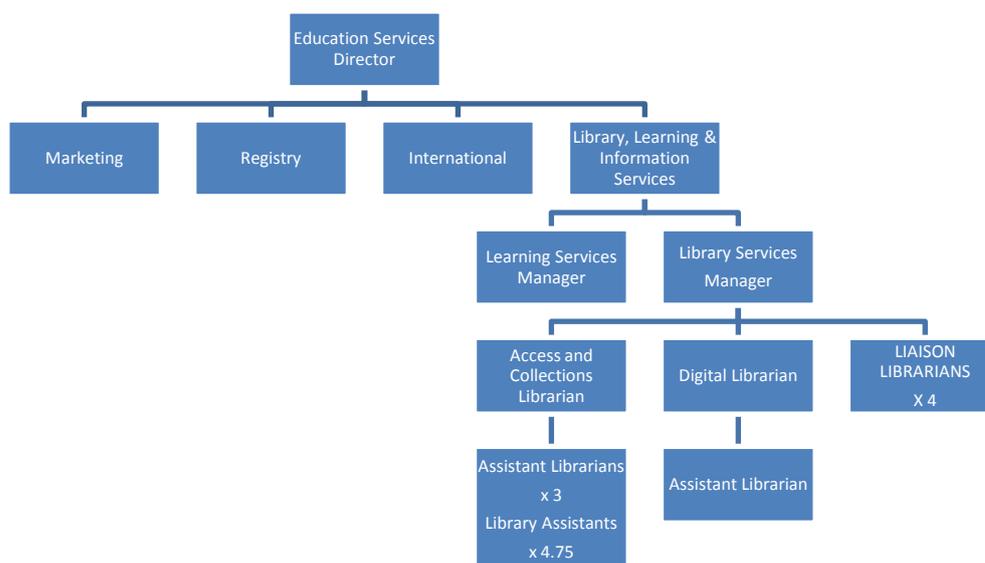
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special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

**INTRODUCTION**

Library, Learning and Information Services (LLIS) is located within the Education Services Division. This is a large, diverse division which also includes Marketing, Registry and the International Services teams. Education Services works in partnership with faculties and divisions to support CPIT’s educational objectives and student success. A review of Library Services in 2007 led to the establishment of 4 Liaison roles which are seen as critical in strengthening the Library’s relationship with faculties, working closely with Learning Services in the coordinated provision of services which support teaching and learning at CPIT.

**ORGANISATION STRUCTURE**



**PRIME FUNCTION/PURPOSE OF THE JOB**

To develop professional relationships with faculty staff which will allow for appropriate and targeted information services, and the collection and promotion of library resources that will meet the particular teaching, learning and research needs of a faculty.

**DELEGATED AUTHORITY AND RESPONSIBILITIES**

**Financial:** nil  
**Human Resources:** nil  
**Other:** nil

**PROFESSIONAL PROFILE**

<b>ESSENTIAL</b>	<b>PREFERRED</b>
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A tertiary qualification</li> <li>• A professional Library qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Degree qualified librarian</li> <li>• Masters of Library and Information Studies</li> <li>• Adult teaching qualification</li> </ul>
<p><b>Experience/Skills/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive experience in delivering professional library services (including research support) in an academic library</li> <li>• Knowledge and understanding of new initiatives and developments in the management and provision of digital information</li> <li>• Knowledge and understanding of the principles and practices of collection development and information services for a tertiary library</li> <li>• An understanding of information literacy delivery and the principles of eLearning within a tertiary environment.</li> <li>• A client focussed philosophy of library and information work</li> <li>• Advanced information technology skills</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching experience</li> <li>• Experience in a tertiary library</li> <li>• Presentation experience</li> </ul>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate initiative, flexibility and assertiveness in shaping role and service</li> <li>• Highly developed communication skills and in particular, the ability to relate to academic staff from a range of disciplines</li> <li>• An appreciation of the education and learning needs of staff and students in the Polytechnic environment</li> <li>• Ability to work independently but maintain relationships within broader team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in instigating and developing professional relationships</li> <li>• Pro-active in seeking innovative solutions where appropriate</li> </ul>

<b>KEY FUNCTIONAL RELATIONSHIPS</b>	
<p>Internal</p> <ul style="list-style-type: none"> <li>• Library, Learning and Information Services colleagues</li> <li>• Faculty staff</li> <li>• Staff and students at CPIT</li> <li>• Research community</li> </ul>	<p>External</p> <ul style="list-style-type: none"> <li>• Professional network</li> </ul>

<b>KEY TASKS</b>	<b>EXPECTED RESULTS</b>
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<ul style="list-style-type: none"> <li>• Develop and deliver liaison services to faculty consistent with the directions of the 2007 review</li> <li>• Deliver general reference and information services</li> <li>• Attend and contribute to faculty board and research committees, as required</li> <li>• Work with Learning Services staff in fostering and promotion of information literacy</li> <li>• Promote access to all library resources</li> <li>• Expend and manage allocated resource budgets</li> <li>• Within delegated area of responsibility and in partnership with academic colleagues: <ul style="list-style-type: none"> <li>a) Evaluate, select and recommend for purchase resources for the library collection in all formats</li> <li>b) Market and promote new collection resources</li> <li>c) Coordinate deselection</li> <li>d) Provide information services and support for research</li> </ul> </li> <li>• Actively participate in library leadership and management and contribute to policy development and implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Library services and resources are visible through active partnership and enhanced relationships with faculty staff</li> <li>• Relevant reference and information services are delivered which support learning, teaching and research activity</li> <li>• Professional advice and support is provided to faculty to facilitate access to and understanding of digital collections</li> <li>• Effective relationships and structured communication links are fostered with other library and LLIS staff</li> <li>• Collection resources are identified and provided, within allocated budget constraints, to meet teaching, learning and research needs of CPIT staff and students</li> <li>• An active contribution is made to the development of policy and the achievement of the wider professional objectives of the library</li> </ul>
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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 **Library Services 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 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 tender 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.

## 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 first 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 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:

**Liaison Librarian**

**Ref: DR3143**

Applications should be addressed to:

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

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03 940 8623  
Fax: 03 940 8616

***Applications Close  
Friday 15 August 2008 4.00pm***

*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.*