

Library Assistant

Position: Permanent - 1.0 FTE; Tuesday to Saturday 37.5 hours per week
Salary: : Grade 3 salary range \$32,452 - \$38,178

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

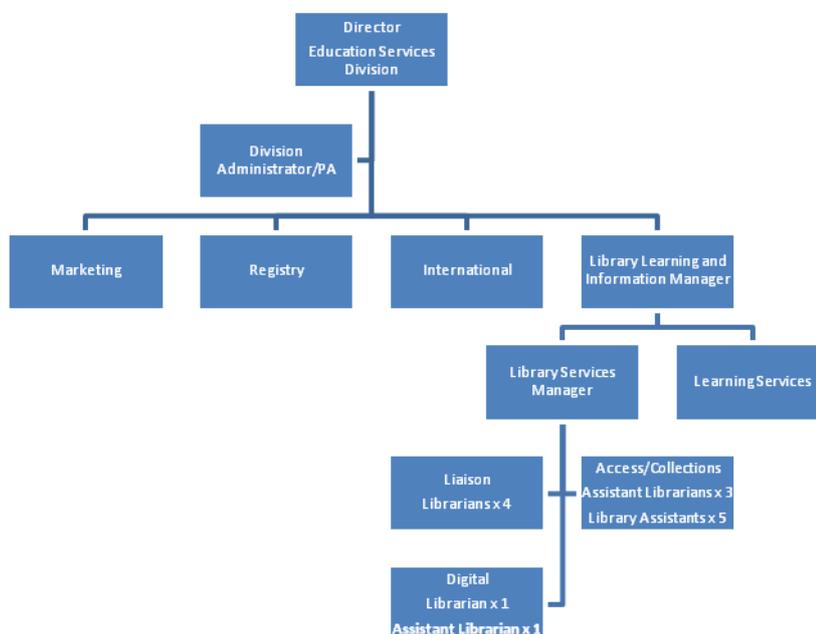
INTRODUCTION

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 Library Review during 2007 established the following guiding statements on the strategic direction of the Library:

1. Provide leadership in information management for CPIT
 2. Maintain and develop current collections (both digital and print) that meet the diverse needs of the CPIT community
 3. Create and maintain attractive, flexible and adaptable environments that facilitate learning and access to information
- Support staff to efficiently deliver and develop a high level of professional service that is consistent with the changing face of librarianship.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

To support CPIT's educational objectives through the provision of friendly, responsive and professional library services to staff and students.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Nil
 Human Resources: Nil
 Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications:</p> <ul style="list-style-type: none"> NCEA level 3 	<ul style="list-style-type: none"> A tertiary qualification
<p>Experience:</p> <ul style="list-style-type: none"> Proven ability in customer service 	<ul style="list-style-type: none"> Library experience
<p>Skills/Knowledge:</p> <ul style="list-style-type: none"> Excellent communication skills Methodical and efficient work habits with good attention to detail. Ability to carry out routine tasks Confidence to operate in a sole charge situation 	<ul style="list-style-type: none"> High level of computer literacy Ability to learn new technologies quickly
<p>Personal Attributes:</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Enthusiasm for working in a busy tertiary environment.

KEY TASKS	EXPECTED RESULTS
Issuing, returning and renewal of library items	<ul style="list-style-type: none"> Circulation duties meet agreed-to standards
Understanding of library systems, practices and policies	<ul style="list-style-type: none"> Customers experience a consistent and professional service Feedback is generally positive Knowledge is kept up-to-date through attending meetings, reading emails and other communications
Follow up of circulation enquiries and problems	<ul style="list-style-type: none"> Customers are given regular and timely feedback on any outstanding issues. Information is passed on efficiently and appropriately
Effective repair of library items where appropriate	<ul style="list-style-type: none"> Stock is maintained at an agreed-to standard
Participation in desk roster (which may require working one evening per week to 8pm. and/or a weekend shift)	<ul style="list-style-type: none"> Ability to work unsupervised
Attendance and participation at Library staff meetings	<ul style="list-style-type: none"> Demonstrated contribution to an open and participatory way of working in a team
Correct shelving of library items including shelf tidying and checking	<ul style="list-style-type: none"> Safe working practices are observed and shelves are tidy and in good order
Maintain knowledge about other functional areas of the Division	<ul style="list-style-type: none"> Knowledge kept up to date through attendance at meetings, reading emails and infoweb Demonstrated enthusiasm for ongoing professional development

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 Access & Collections Librarian.

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.

APPLICATION DETAILS

Applications for appointment must be marked:

Library Assistant

DR3313

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

***Applications Close
Monday 25 August 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 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.