

**Liaison Librarian**

**Position:** Permanent Full time  
**Grade and Salary:** Grade 6 \$48, 097 - \$56, 585

**BACKGROUND INFORMATION**

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.

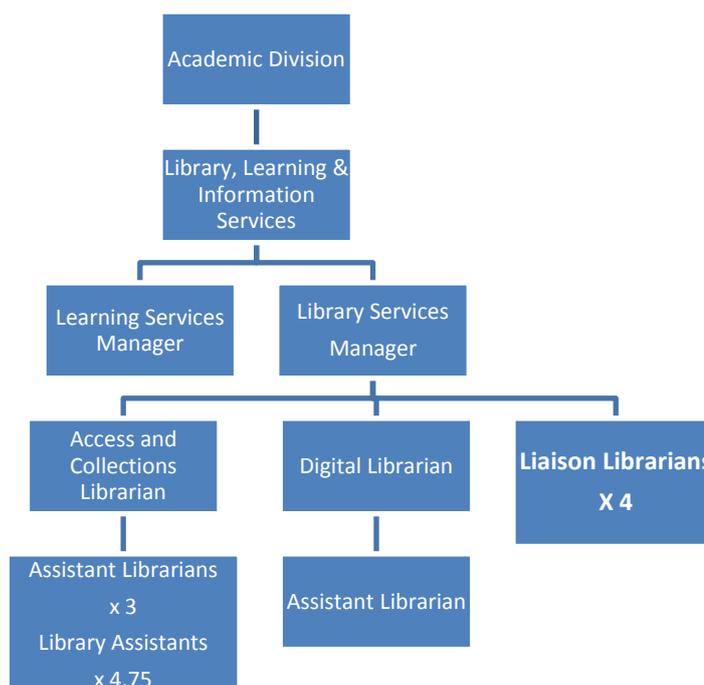
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special 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 Academic Division which works in partnership with faculties and divisions to support CPIT's educational objectives and student success.

There are four Liaison Librarian positions in the Library, each is allocated to a particular faculty and is responsible for maintaining and strengthening the Library's relationship with that faculty.

**ORGANISATION STRUCTURE**



**PRIME OBJECTIVES OF THE POSITION**

To provide appropriate and targeted collection development, information and reference services to meet the particular teaching, learning and research needs of a faculty.

## DELEGATED AUTHORITY AND RESPONSIBILITIES

<b>Financial:</b>	nil
<b>Human Resources:</b>	nil
<b>Other:</b>	nil
<b>Delegation level:</b>	600

## PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p><b>Education/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• A relevant tertiary qualification</li> <li>• Professional library qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A Masters degree</li> <li>• A 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 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>• Advanced information technology skills</li> <li>• Knowledge and understanding of new initiatives and developments in the management and provision of digital information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a tertiary library</li> <li>• Experience in customer service industry</li> <li>• Experience in group-teaching information skills</li> </ul>
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Ability to work in a team environment</li> <li>• An appreciation of the education and learning needs of staff and students in the Polytechnic environment</li> <li>• Highly developed communication skills and in particular, the ability to relate to academic staff from a range of disciplines</li> <li>• Demonstrable initiative, flexibility and assertiveness</li> <li>• A customer focussed philosophy of library and information work and the ability to relate to a diverse range of clients</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for working in a busy tertiary environment.</li> <li>• Experience in instigating and developing professional relationships</li> <li>• Pro-active in seeking innovative solutions where appropriate</li> </ul>

KEY FUNCTIONAL RELATIONSHIPS	
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Library, Learning and Information Services colleagues</li> <li>• Staff and students of CPIT</li> <li>• Research community</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>• Vendors</li> <li>• Professional networks</li> </ul>
KEY TASKS	EXPECTED RESULTS
<ul style="list-style-type: none"> <li>• Develop and deliver liaison services to faculty</li> <li>• Within delegated area of responsibility and in partnership with academic colleagues: <ul style="list-style-type: none"> <li>○ Evaluate, select and recommend for purchase resources for the library collection in all formats</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Academic staff are consulted with in relation to collection development, new resources and library services</li> <li>• The Library collections are current, relevant and appropriate for the courses being taught</li> <li>• Library services and resources are visible through</li> </ul>

<ul style="list-style-type: none"> <li>○ Market and promote new collection resources</li> <li>○ Coordinate de-selection</li> <li>○ Provide information services and support for research</li> <li>● Deliver information services through rostered information desk duties (roster may include evenings and weekends)</li> <li>● Contribute to an effective team environment</li> <li>● Attend and contribute to research committees and School staff meetings as required</li> <li>● Participate, with Learning Services colleagues, in teaching Info Skills to students</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>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>● Client feedback on services delivered is positive</li> <li>● Demonstrate enthusiasm for ongoing professional development</li> <li>● Effective relationships and structured communication links are fostered with other library and LLIS staff</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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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 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. 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 2009 – 30 June 2010) 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 are accepted through our online application system.

***Applications close  
Wednesday 21 October 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.*