

Library Assistant (Access)

Position: Permanent -0.8 FTE 30 hours per week
 (Monday - Thursday)
Contract/Grade: Salary range \$32,452 - \$38,178 (pa. Full time rate)

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.

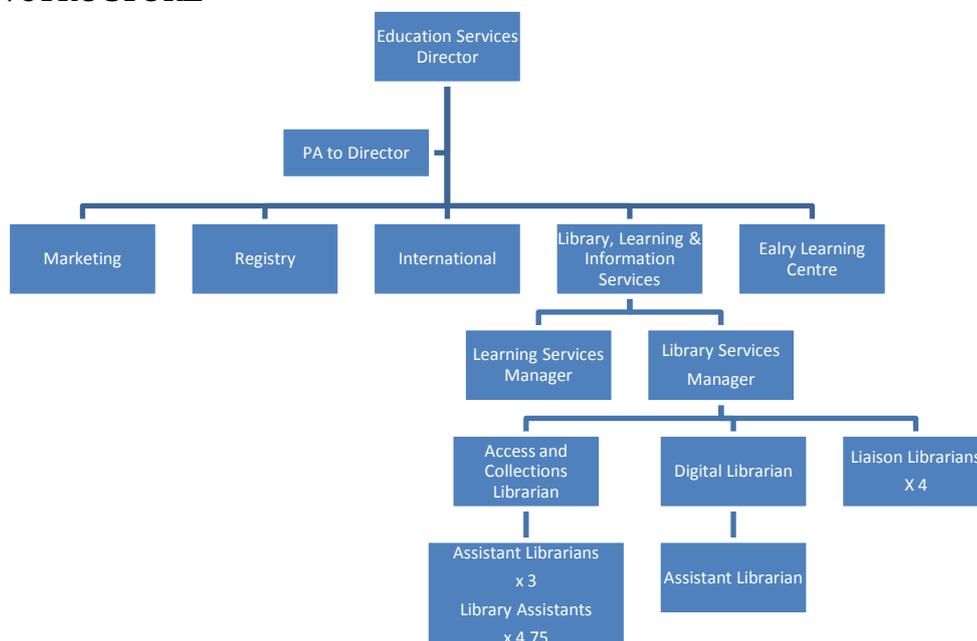
Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special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

FACULTY AND SCHOOL INTRO

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. Library Learning Services provides student-centered resources and services, which support the delivery of education and research at CPIT and promote independent and successful learning in an environment that values diversity and is accessible by all

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. The prime purpose of the Library Assistant position is to

- Provide customer service on the circulation desk
- Assist with processing, shelving, and technical services
- Support the provision of library and information services to CPIT 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"> • Some experience in a face to face customer service environment 	<ul style="list-style-type: none"> • Library experience
<p>Ability/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 • High level of computer literacy 	<ul style="list-style-type: none"> • Ability to learn new technologies quickly
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Friendly with the ability to relate to staff and students in a tertiary environment. • Energy and Enthusiasm • The ability to work effectively as part of a small busy team, including being flexible in work hours when needed. • Awareness and sensitivity to other cultures in keeping with CPIT's values and goals 	<ul style="list-style-type: none"> • Enthusiasm for working in a busy tertiary environment.

KEY TASKS	Expected Outcomes
Issuing, returning and renewal of library items	<ul style="list-style-type: none"> • Circulation duties meet agreed-to standards
Communicate professionally at all time with customers, other team-members and other CPIT staff ensuring consistently effective working relationships	<ul style="list-style-type: none"> • Customers experience a consistent and professional service • Knowledge is kept up-to-date through attending meetings, reading emails and other communications
Demonstrate understanding of library systems, practices and policies and follow up on 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 • Feedback is generally positive • Maintain a working knowledge of all computer packages relevant to the position
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

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 **Manager – Library Services**.

ADDITIONAL 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 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 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.

ADDITIONAL INFORMATION

APPLICATION DETAILS

Applications for appointment must be marked:

Library Assistant

Ref: DR3570

Applications should be addressed to:

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

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

***Applications Close
Monday 2 March 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.