

JOB DESCRIPTION
Education Services Division
Library, Learning and Information Services



Librarian

Position: Permanent Full Time
Grade and Salary: Grade 8: Appointment Range \$66,507 -\$70,006 pa

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology (CPIT) is the largest South Island ITP (Institute of Technology and Polytechnic). The institute has two centrally located large campuses in Christchurch and a number of smaller learning centres around Christchurch. 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 (CPIT) also provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1,800 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.

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
4. Support staff to efficiently deliver and develop a high level of professional service that is consistent with the changing face of librarianship.

This is a new position with a focus on professional leadership and co-ordination of all library services. Particular emphasis is placed on developing liaison and digital services, while building a united team culture and maintaining efficient operational services.

PRIME OBJECTIVES OF THE POSITION

The Librarian is responsible for the leadership and management of library collections and services that meet the teaching, learning and research needs of students and staff within CPIT.

PERSONAL PROFILE

The successful applicant will have:

- A tertiary qualification (preferably a degree) and a professional library qualification
- Knowledge of contemporary issues in the provision of library services, in particular new initiatives and developments in the management and provision of digital information
- An appreciation and understanding of the education, research and learning needs of staff and students in the polytechnic environment
- Excellent communication and interpersonal skills, including the ability to work effectively across LLIS and the wider organisation, and with a range of staff
- Ability to translate vision and strategy into effective operational plans and to lead and effect change, and motivate and support staff to deliver agreed outcomes
- Have proven organisational and management skills, including the management of resources (both financial and staff), policy development and implementation, problem solving and team building
- Demonstrated commitment to excellent and client focussed service delivery
- Experience in vendor liaison and contract negotiation
- Advanced information technology skills
- Willingness to commit to the CPIT staff profile and have an understanding of, and commitment to, the principles of the Treaty of Waitangi.

RESPONSIBLE TO

Library, Learning and Information Services Manager

RESPONSIBLE FOR

- Access Librarian and Team (8+)
- Liaison Librarians (4)
- Digital Librarian and Assistant Librarian, Digital

WORKING RELATIONSHIP WITH

- Library, Learning and Information Services colleagues
- Students and staff of CPIT
 - Academic staff, in particular the research community
 - Web/eLearning Unit
- Vendors and suppliers

KEY RESPONSIBILITIES:

1. To provide leadership and management for the Library to deliver on the new directions established within the 2007 review, in particular:
 - Oversee the development and delivery of proactive, integrated liaison with faculties
 - Foster and support the development of digital services and collections
 - Development of new style services to other sites
2. To develop strategies and operational plans, through a collaborative and integrated approach, for providing library services that support teaching, learning and research
3. Develop and lead a team of proactive, flexible, future focussed professionals working cooperatively across the range of services and developing effective relationships
4. Manage all resources sustainably to ensure all services are cost effective while delivering excellent customer service and user education, including the overseeing of all vendor liaison and contract negotiations
5. Foster professional relationships and networks to ensure exposure to emerging trends and opportunities to collaborate and share best practice
6. Lead the development and implementation of policies and procedures for all information and collection services
7. Promote and develop the library in delivering services and supporting research, through appropriate involvement with the research community and committees.

EXPECTED OUTCOMES

1. Credible leadership is provided for the Library team and effective relationships fostered with LLIS and academic colleagues
2. Strategies and plans are developed and implemented to deliver on the relevant review recommendations, in particular:
 - a) The new delivery model for liaison services to faculties is implemented successfully
 - b) Appropriate digital services are developed, including the development of digital collections, increased repository content and improved web access
 - c) An affordable framework for delivering appropriate modern library services to other sites is developed
3. Comprehensive plans are developed and implemented for cost effective services, support and other resources, including the completion of a collection development policy
4. A united team culture is built and a link provided between the operational functions of the library and the strategic role of the LLIS
5. High levels of student and staff satisfaction with services and resources are maintained
6. Staff within the team have a clear understanding of their roles and responsibilities and are motivated, proactive and professional

7. Collaborative relationships and networks are established within CPIT and with appropriate outside organisations and agencies
8. The library is actively involved in supporting research and its contribution to research is recognised and integral.

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. All managerial/supervisory level staff will have specific accountabilities with respect to the monitoring and management of Health and Safety in their area of responsibility.

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 Appointments – Allied Staff forms must be marked:

Librarian

Ref No: DR3069

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
PO Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03-9408623
Fax: 03-9408616

And forwarded in person, by post, email or fax.

***Applications close
21 February 2008***