

**JOB DESCRIPTION**  
Education Services Division  
Library, Learning and Information Services



**Liaison Librarian**

**Position:** Permanent; full time 37.5 hours per week  
**Grade and Salary:** Grade 6: Appointment Range; \$45226 to \$53208 per annum

**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 Wānaka 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.

The Liaison Librarians will be allocated to a particular area of responsibility and are key roles in strengthening the Library's relationships with faculties.

**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.

## **PERSONAL PROFILE**

The successful applicant will have:

- A tertiary qualification (preferably a degree) and a professional library qualification
- Highly developed communication skills and in particular, the ability to relate to academic staff from a range of disciplines
- Extensive experience in delivering professional library services (including research support) in an academic library
- Knowledge and understanding of new initiatives and developments in the management and provision of digital information
- Knowledge and understanding of the principles and practices of collection development and information services for a tertiary library
- An understanding of information literacy delivery and the principles of eLearning within a tertiary environment.
- A client focussed philosophy of library and information work
- Advanced information technology skills
- Demonstrable initiative, flexibility and assertiveness
- A willingness to commit to the CPIT staff profile which encompasses a focus on students; learning and teaching; innovation, flexibility and continual learning; research; biculturalism; internationalisation; disability awareness; environmental awareness and sustainability; health and safety and IT literacy.

## **RESPONSIBLE TO**

Librarian

## **WORKING RELATIONSHIP WITH**

- LLIS colleagues
- Faculty staff
- Research community

## **KEY TASKS**

1. Develop and deliver liaison services to faculty consistent with the directions of the 2007 review
2. Within delegated area of responsibility and in partnership with academic colleagues:
  - a) Evaluate, select and recommend for purchase resources for the library collection in all formats
  - b) Market and promote new collection resources
  - c) Coordinate deselection
  - d) Provide information services and support for research
3. Deliver general reference, information and user education services from within the Library
4. Attend and contribute to faculty board and research committees, as required
5. Expend and manage allocated resource budgets
6. Actively participate in library leadership and management and contribute to policy development and implementation

## **Expected outcomes:**

1. Library services and resources are visible through active partnership and enhanced relationships with faculty staff

2. Collection resources are identified and provided, within allocated budget constraints, to meet teaching, learning and research needs of CPIT staff and students
3. Relevant reference and information services are delivered which support learning, teaching and research activity
4. Professional advice and support is provided to faculty to facilitate access to and understanding of digital collections
5. Effective relationships and structured communication links are fostered with other library and LLIS staff
6. An active contribution is made to the development of policy and the achievement of the wider professional objectives of the library

## **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 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:

**Liaison Librarian**

**Ref No: DR3143**

Applications should be addressed to:

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

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)  
Phone: 03-9408623  
Fax: 03-9408616

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

***Applications close 27 March 2008***