

JOB DESCRIPTION

Education Services Division
Library, Learning and Information Services
Te An Awhina i to Matauranga



Assistant Librarian - Access

Position: Permanent Part Time, 12 hours per week
Sunday 12 -5pm plus weekdays by negotiation
Grade and Salary: Grade 4/5 salary range \$36,393 to \$48,441

BACKGROUND INFORMATION

Christchurch Polytechnic Institute of Technology is one of Christchurch's three major tertiary institutions and is located in the central city with a number of additional satellite campuses. It is the largest South Island Polytechnic and one of the biggest in New Zealand.

The Institution welcomes approximately 25,000 student enrolments each year as full and part time, domestic and international, professional, paraprofessional and trades focused. Over 1800 staff teach and support learning in a wide range of vocational programmes varying from degrees, graduate diplomas, diplomas and certificates to short term modules, night classes and courses customised for business clients.

A challenging education environment demanding responsiveness to the needs of students and employers makes Christchurch Polytechnic dynamic and an 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 Access Team is a multi-functional team responsible for co-ordinating and delivering all of the Library's collection services, including lending and circulation, technical services (cataloguing, acquisitions, serials management), Voyager technical support, interloans and information services delivered from the reference desk and via the Rover service. The position of Assistant Librarian (Access) provides the opportunity for a professional librarian to build expertise in a number of areas and position them for future advancement

PERSONAL PROFILE

The Assistant Librarian (Access) will ideally have:

- Tertiary qualifications (preferably degree) and a professional library qualification.
- An appreciation and understanding of the education and learning needs of staff and students in the polytechnic environment
- An understanding of the principles and practices of collection development
- An understanding of the principles of reference services and sources for information retrieval
- Excellent written and oral communication skills
- Computing and web-based skills and familiarity with modern information technology applications
- The ability to work in a team environment

- Well developed conceptual, analytical and problem-solving skills
- A client focused philosophy of library and information work and the ability to relate to a diverse range of clients
- An active commitment to the Treaty of Waitangi and the principles of partnership
- A commitment to and personal responsibility in safe working practices
- Willingness to commit to CPIT staff profile which encompasses bicultural, international, disability, and environmental awareness; health and safety; a focus on students, teaching and learning.

PRIME PURPOSE

The prime purpose of an Assistant Librarian (Access) in CPIT's Library Learning & Information Services is to facilitate access to information and collection resources that support and enhance teaching, learning and research for staff and students at CPIT.

RESPONSIBLE TO

Access Librarian

WORKING RELATIONSHIP WITH

Library, Learning and Information Services colleagues Students and staff of CPIT

KEY TASKS

1. Collection Management

Provide professional level expertise in all aspects of collection services, including:

- Acquisitions
- Cataloguing
- Serials check-in
- Binding and repairs
- Weeding/ Deselection
- Conspectus
- Processing

2. Information Services

- Deliver information services through rostered reference desk services and the Rover service
- Contribute to the delivery of interloans services
- Assist with lending and circulation tasks as required
- Contribute to the development of policies and procedures relating to collection and information services
- Perform other tasks as may be required by the Access Librarian

EXPECTED OUTCOMES

- Collection and information services are delivered to meet the needs of CPIT's staff and students' teaching, learning and research needs
- Collection and information services delivered are timely, appropriate, accurate and relevant •
- Client feedback on services delivered is positive
- An active contribution is made to achieving the objectives of the Access Team and Library Learning and Information Services
- Safe working practices are observed
- A commitment to the Treaty of Waitangi and principles of partnership is demonstrated.

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 List 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:

Position Title: Assistant Librarian – Access

DR3169

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
Thursday 8 May 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.