

Liaison Librarian - Takawaenga Kaitiaki

Wharepukapuka

Kaupapa | Purpose

- To provide a comprehensive, consistent range of reference and liaison services, including information and digital literacy skills instruction programmes, to support teaching, learning and research with portfolio Centres within Wintec
- To provide effective library services to a range of students, ranging from certificate to post-graduate level.
- To promote the effective use of the Library and Library services through outreach and promotional activities with particular groups.
- To promote independent information skills among library customers.

Reports to: Library Manager

Team: Wintec Library

Remuneration: IEA Band 5 (\$77,500 to \$96,800)

Ngā mahi | Do

Develop and maintain communication links with designated departments to raise awareness of library services

Library and information needs of staff and students are identified

- Effective use of library resources in all formats is promoted
- Library induction for new students and academic staff is provided
- Faculty are notified of training opportunities and database trials

- Monitors and Programme Review meetings are attended as required
- Time is regularly spent with the Faculty area, maintaining and building relationships
- Library services and resources are promoted to students and staff
- Faculty or department meetings are attended when appropriate
- Support other Liaison Librarians with their portfolios

Provide library and technology user education

- Academic staff in portfolio subject areas are liaised with concerning information and digital literacies
- Instruction in specialist subjects and resources is presented using a variety of methods such as embedded links within Moodle courses, embedded presence within online and face-to-face instruction, workshops, hands-on tutorials and database demonstrations
- Outreach activities are carried out to groups of students, as assigned through Centres and portfolios
- Induction library and technology instruction programmes are delivered
- Maintain accurate and up-to-date records of teaching and interactions. Evaluate and report on activities as a monthly report

Provide specialist reference services to staff and students in a range of locations

- Staff and students are advised on discovering, accessing and using effectively the full range of information resources to meet their teaching, learning and research needs
- Staff and students are assisted to develop research skills as the basis for independent learners
- Effective use of Library services, resources and facilities is actively encouraged and supported
- Specialist knowledge of information sources in all formats relating to designated academic departments is maintained
- Maintain accurate and up-to-date records of services provided
- Evaluate and report on activities as a monthly report

Provide professional reference and effective information retrieval services and undertake customer service duties

- Prompt, efficient, friendly customer service is provided
- High-quality customer-focused reference service is provided
- A sound knowledge of key information resources and technologies is demonstrated
- Accurate, timely and relevant information is provided to staff and students as requested

Advise on subject specialty research queries and methods

- Staff and students are aware of different research techniques appropriate to their field of study
- Staff and students are advised on appropriate databases and the location and use of other suitable online information resources
- Staff and students are assisted with developing the searching and evaluation skills required to use information resources independently
- Students' in-depth research needs are met using appropriate information sources
- Requests are responded to in a timely manner, according to the Library Levels of Service Policy

Contribute to collection management activities in subject-speciality resources, particularly in selection and deselection

- Work with Collection Management Librarian to ensure that library collections accurately reflect and support current and proposed programmes
- Maintain awareness of subject areas and trends to ensure collection is maintained
- Selection of resources and format adheres to Collection Development Policy
- Collection management activities are carried out regularly, as co-ordinated by Collection Management Librarian

Contribute to user education and online resources

- Work with Instructional Design Co-ordinator to provide subject specific content for online resources such as LibGuides, Powtoons, and instructional materials

Relationship management and outreach

- Arrange and carry out outreach activities to contact new students within assigned Centre and portfolio
- Liaise with other business units to contact new academic staff within assigned Centre to promote the Library as part of onboarding activities
- Contribute to student discussions in Moodle or the appropriate forum
- Provide drop-in sessions and workshops as required for students

Project work

- Participate in projects with in the Library and greater Wintec as required
- Health and safety management accountabilities are understood and applied. Individual and staff H&S outcome and objectives are reviewed at least annually
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimised
- Staff in the area of responsibility are involved in the hazard management process
- Relevant H&S training is identified and completed for key staff and those with specific job/training requirements
- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed, and recommendations considered

Other duties

- Performs other duties as may be reasonably required from time to time
- Demonstrate commitment to:

- Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.
- Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.
- Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.
- Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Health and safety management accountabilities are understood and applied.

Individual and staff H&S outcome and objectives

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

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Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education, training, skills and attributes

Education/training

Essential

- Professional postgraduate qualifications in librarianship or information management or equivalent qualifications
- Bachelor's degree

Typical knowledge, skills and attributes

Experience in a library setting

- Customer service experience
- Advanced experience in using electronic databases
- Experience in training or teaching groups and individuals
- Able to build rapport with and communicate with people from different cultures, backgrounds and ages
- Ability to be innovative, to question the status quo and to adapt to changing circumstances
- Effectively negotiates mutual expectations and builds rapport in key relationships
- Highly developed interpersonal and relationship skills
- Excellent information technology experience and skills
- Ability to undertake some physical demands such as lifting and moving heavy boxes and pushing library trolleys
- A commitment to ongoing personal professional development and the desire to impart knowledge to others
- Ability to work well both independently and in a team environment
- Able to exercise judgement in problem solving
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes

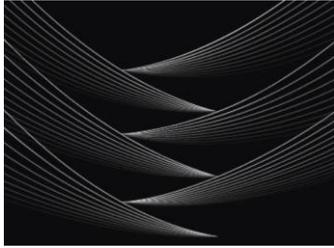
- Excellent communication skills (oral, written and listening)
- Emotional self-awareness – aware of own values, behaviour and responses
- Effectively negotiates mutual expectations and builds rapport in key relationships
- Empathy and understanding of others' perspectives and emotions
- Proven positive, supportive and proactive attitude towards customers and colleagues

Desirable:

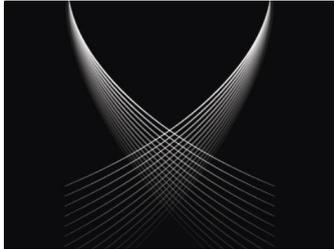
Masters degree

- Registered Member of the Library and Information Profession RLIANZA
- Certificate in Adult Teaching CAT (If not a current holder, will be expected to get within 12 months) or equivalent
- Te Taiuhu (If not a current holder, will be expected to get within 12 months) or equivalent
- Experience in teaching adults
- Training experience

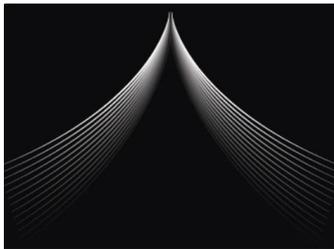
Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

Heads of School/Centre Directors / Team Managers/Team Leaders/Coordinators /
Department Managers / Advisors/Consultants / Academic Staff.

External:

Business / Industry / Community / Consultants / Government agencies.

Resource delegations and responsibilities:

Financial: Nil

People: Nil