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| **Position** | Assistant Librarian | **Pos** # 933 |
| **Department/division** | Academic Support, Customer Experience and Engagement Division |
| **Main location** | City Campus and Manawa |
| **Staffing responsibility** | Nil |
| **Academic delegation** | Nil |
| **Financial delegation** | Nil |
| **Human resource delegations** | To be agreed |
| **Employment agreement** | Allied Staff Employment Agreement  |
| **Classification** | Permanent, proportional 0.8FTE (30 hours per week)Non-Core Children’s Worker*See the important notes section for further information.* |
| **Salary range** | Grade 5 $50,485 - $59,071 per annum (pro-rata for less than full time). |

Our vision and values

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| At Ara, our vision is to:* produce **successful students**
* deliver **value for employers**
* enable **effective staff**
 | Our values are:* Aroha- Respect
* Hono- Connect
* Hihiri - Inspire
 |

Department/division introduction

Library and Information Services works in partnership with academic and support departments and divisions to support Ara’s educational objectives and student success. The Access & Collections 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 (acquisitions, cataloguing, serials management), Alma technical support interloans, and facilitate access to Library information and collection resources that support and enhance teaching, learning and research for staff and students at Ara.

Prime function/purpose of the job

The prime purpose of the Assistant Librarian is to facilitate access to Library information and collection resources that support and enhance teaching, learning and research for staff and students at Ara. Work week will be Tuesday to Saturday with one or two days a week at Manawa.

Reporting structure – line manager: Manager – Library and Information Services

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| Functional relationships |
| **Internal*** Library colleagues
* Colleagues and students of Ara
 | **External*** Vendors
* CTA Collections Management Librarians
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| Professional profile |
| **Qualification/knowledge*** A relevant tertiary qualification
* Professional library or Information Management qualification
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| **Experience/skills*** Experience working in a library
* An understanding of the principles of information services and sources for information retrieval
* An understanding of the principles and practices of collection development
* Well-developed conceptual, analytical and problem solving skills
* Computing and web-based skills and familiarity with current information technology applications
* Experience with management of electronic resources
* Demonstrated experience working effectively with people from a wide range of ethnic backgrounds
* Computing and web-based skills and familiarity with
* Current information technology applications
* Effective organisational skills
* Group facilitation and leadership skills
* Excellent time management
* Administrative skills and experience including project management
* Effective written and oral communication skills
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| **Personal Attributes*** Embraces Ara values/ mātāpono and Kaupapa
* Is willing to commit to the Ara Capability Framework/s
* Ability to work in a team environment
* An appreciation of the education and learning needs of staff and students in the Polytechnic environment
* A customer focused philosophy of library and information work and the ability to relate to a diverse range of clients
* Cultural sensitivity, empathy
 |
| **Preference will be given to candidates who also demonstrate the following knowledge, skills and experience** * A MLIS degree
* Experience in a tertiary library
* Experience in customer service
* Familiarity with Library Management Systems
* Familiarity with Te Reo Maori & knowledge in Maori Subject Headings
* Knowledge of cataloguing
* Valid New Zealand driving license and willing to drive down to Southern Campuses (Timaru & Ashburton) as and when required.
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*Please note that you will be required to provide evidence of any qualification, professional membership, license or registration required for the role.*

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| **Key focus areas** | **Expected outputs and outcomes include** |
| **Library Support*** Deliver Front-of-House services to Library customers. Rosters may include evenings and weekends.
* Provide professional level expertise in all aspects of Library services and policies.
* Acquire and catalogue resources in all formats with a focus on the management of electronic records in the library catalogue and institutional repository.
* Provide training and conduct workshops & Q & A sessions.
* Maintain Library Social Media, Website & embedding videos in the Website
* Develop & maintain level 0 resources.
* Answer student’s queries through ‘AskLive’, online chat
* Maintain knowledge and expertise relevant to Library Services.
* Management and analysis of collection statistics
* Contribute to a range of library services and tasks as required.
* Contribute to an effective team environment.
 | * Client feedback on services delivered is positive.
* An active contribution is made to achieving the objectives of the Library.
* Services delivered are timely, appropriate and relevant.
* Students know how to use the library catalogue & online resources
* Information about the collections and usage informs collection development decisions.
* Library services and tasks meet requirements.
* The whole team works together to provide library service.
* Demonstrate enthusiasm for ongoing professional development.
* Safe working practices are observed.
 |
| **Academic Support*** Facilitate early intervention for student academic success.
* Ensure support requirements are provided in a timely manner.
* Liaise with Ara learning support services re student participation in order to facilitate successful outcomes.
 | * Students’ in need of support are identified and appropriate referrals are made.
 |
| **Student Support*** Link students to the appropriate support services to ensure their wellbeing. E.g. Health Centre, Academic Support, advocacy and other relevant support services.
* Ensure all relevant parties are aware of student issues and concerns.
* Maintain professional relationships with students to help meet individual learning needs.
* Facilitate emerging student needs to ensure a continued pathway for learning.
 | * Students’ in need of support are identified and appropriate referrals are made.
 |
| **Planning and Development*** + Contribute to Ara self-review and development processes.
	+ Contribute to the on-going planning for Academic Support across the institution.
	+ Work cooperatively and collegially to resolve problems and initiate improvements.
* Work with other colleagues on projects which align with the Institutions strategies in order to ensure there is provision across the institution to meet the needs of all students.
* Work collaboratively within the Academic Support stream to develop and implement new initiatives across the institution as agreed to by the institution.
 | * Problems or emerging needs are identified, addressed and solutions developed in consultation with the Manager – Library and Information Services and Manager - Academic Support.
* Participation in the forward planning cycle.
* Colleagues will work cooperatively to develop and support a shared vision, innovation and problem solving.
* Project materials are developed.
* A culture of continuous improvement is fostered.
 |

***Notes*:**

*The successful applicant is required to commit to the Ara Capability Frameworks which encompass foci 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.*

*All of the information provided above is intended to describe the general nature and level of work being performed. This document is 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 their Manager.*

The standard online application 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 curriculum vitae and particular references to the job description and personal profile are welcomed. Ara reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.

**IMPORTANT NOTES THAT FORM PART OF THE POSITION**

1. **Valuable Conversations and My Growth Plan**

Ara has in place a system of employee engagement in their performance goals that relate to this job description, the aims of their team and linked to the strategic goals of Ara.

1. **Professional Development**

Ara is a learning organisation where professional development is supported. Employees are asked to lead the development of a professional development plan as part of their Valuable Conversations with their Manager. This will be captured in their “My Growth Plan” and time is provided to achieve the plan

1. **Health and Safety**

The Health and Safety at Work Act 2015 provides that a duty is imposed on a person under the Bill to ensure health and safety. This requires the person to eliminate risks to health and safety so far as is reasonably practicable and; if it is not practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable. It is the employee’s responsibility to abide by this legislation, the Health and Safety policy and to complete the online Health and Safety induction immediately after commencing work.

Applicants for positions are asked to declare any relevant health related needs or issues on the application form provided to People and Culture with your application for appointment This information is not used for short listing 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.

1. **Employment Terms and Conditions**

Appointments are made within the terms of the Employment Relations Act 2000 (as amended) and the terms and conditions provided either in an Individual Employment Agreement (IEA) or in terms of the TIASA Collective Employment Agreement (CEA) which also has coverage over this position. If the staff member joins the union the current TIASA CEA will automatically apply, otherwise the staff member will be on an IEA.

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.

1. **Equal Opportunities Employer**

Ara 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 underrepresented 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 Ara to assist in meeting their other commitments.

1. **Ara Sustainability Aspirations**
	* Ara will continuously evaluate and improve its environmental impact across all areas of the organisation.
	* Ara is widely acknowledged as a values led organisation, where sustainability and multiculturalism is core to its beliefs and operating practices.
	* We support and encourage sustainability initiatives and objectives, both on and off campus, and act as a key partner in community and iwi lead collaborations.
	* While key stakeholders, including central and local government recognise Ara as the sector leader in adding value through sustainability, we believe compliance is the entry point and we can go further.
	* Ara is an economically sustainable organisation that is efficient, productive and anticipates market needs, adapting to the changing economic environment in Aotearoa, New Zealand and globally.
2. **Smokefree Policy**

As an employer and learning provider of choice Ara promotes a positive, healthy working and learning environment and supports the government vision of a Smokefree Aotearoa by 2025. The Smokefree policy prohibits smoking in all buildings or parts of buildings under Ara Institute of Canterbury’s management, Ara vehicles and on Ara land holdings and perimeters including all car parks, green spaces and external eating areas.

1. **Criminal conviction history checks**

While Ara is a tertiary institute delivering education and catering predominantly for adult learners there remains a duty of care to the increasing numbers of younger students and those individuals or groups who may be defined as “vulnerable” by virtue of age, health, welfare or special need. With an increasing focus on youth in particular and the additional pastoral care this involves Ara Management have determined that best practice involves all staff undergoing a criminal conviction history check. As part of the appointment process shortlisted candidates will be asked to give consent to Ara to submit a request. Offers of employment will be subject to the results of the check. A regime of checking employees has been developed.

**Non- core worker**

For NZ Police vetting purposes this role is classified as a non-core (children’s) worker because there is regular, but limited contact with students who may be youth, children, elderly or vulnerable adults. This position meets the criteria for a check under the Vulnerable Children’s Act 2014; as such, Ara will request a NZ Police Vet disclosing your criminal conviction history.

1. **Records Management**

All staff are expected to comply with the Records Management Policy and related Ara procedures and to create records that accurately capture business activities, appropriately manage these records over time using line of business systems, approved institutional repositories and designated physical and electronic storage, and follow authorised disposal processes.

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| **Position** | Assistant Librarian | **Pos** # 2178 |
| **Department/division** | Academic Support, Customer Experience and Engagement |
| **Main location** | City Campus |
| **Staffing responsibility** | Nil |
| **Academic delegation** | Nil |
| **Financial delegation** | Nil |
| **Human resource delegations** | To be agreed |
| **Employment agreement** | Allied Staff Employment Agreement  |
| **Classification** | Permanent, Proportional 0.6FTE (22.5 hours per week)Non-Core Children’s Worker*See the important notes section for further information.* |
| **Salary range** | Grade 5 $50,485 - $59,071 per annum (pro-rata for less than full time) |

Our vision and values

|  |  |
| --- | --- |
| At Ara, our vision is to:* produce **successful students**
* deliver **value for employers**
* enable **effective staff**
 | Our values are:* **Respect** (Aroha)
* **Connect** (Hono)
* **Inspire** (Hihiri)
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Department/division introduction

Library and Information Services works in partnership with academic and support departments and divisions to support Ara’s educational objectives and student success. The Access & Collections 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 (acquisitions, cataloguing, serials management), and facilitate access to Library information and collection resources that support and enhance teaching, learning and research for staff and students at Ara.

Prime function/purpose of the job

The prime purpose of the Assistant Librarian is to facilitate access to Library information and collection resources that support and enhance teaching, learning and research for staff and students at Ara

Reporting structure – line manager: Manager – Library and Information Services

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| Functional relationships |
| **Internal*** Library colleagues
* Colleagues and students of Ara
 | **External*** Vendors
 |

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| Professional profile |
| **Qualification/knowledge*** A relevant tertiary qualification
* Professional library or Information Management qualification
 |
| **Experience/skills*** Experience working in a library
* An understanding of the principles of Information services and sources for information retrieval
* An understanding of the principles and practices of collection development
* Understanding of cataloguing and metadata standards e.g. METS, MARC, Dublin-Core
* Well-developed conceptual, analytical and problem solving skills
* Computing and web-based skills and familiarity with
* Current information technology applications
 |
| **Personal Attributes*** Embraces Ara values/kaupapa
* Is willing to commit to the Ara Capability Framework/s
* Ability to work in a team environment
* An appreciation of the education and learning needs of staff and students in the Polytechnic environment
* A customer focused philosophy of library and information work and the ability to relate to a diverse range of clients
 |
| **Preference will be given to candidates who also demonstrate the following knowledge, skills and experience** * A tertiary qualification at Degree level in an appropriate discipline
* Experience in a tertiary library
* Experience in customer service industry
* Familiarity with a range of Library Management Systems
* Familiarity with Te Reo Maori & knowledge in Maori Subject Headings
* Acquisition and cataloguing experience
* Records management experience
* Enthusiasm for working in a busy tertiary environment.
 |

*Please note that you will be required to provide evidence of any qualification, professional membership, license or registration required for the role.*

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| **Key focus areas** | **Expected outputs and outcomes include** |
| **Library Support*** Facilitate access to Library services and collections by participating in:
	+ Technical services including acquisitions, cataloguing and serials management
	+ Circulation services
* Interloans and document delivery
* Deliver Library information services through rostered desk duties (roster may include evenings and weekends) and online via online chat facility, workshops & Q&A sessions.
* Provide training and conduct workshops & Q & A sessions.
* Maintaining Library Social Media, Website & embedding videos in the Website
* Develop & maintain level 0 resources.
* Answer student’s queries through ‘AskLive’, online chat
* Contribute to an effective team environment
* Assist with lending and circulation tasks as required
* Maintain knowledge and expertise relevant to the delivery of Library Services.
 | * Staff and students have access to timely support for finding information to support their study.
* Daily interloan requests, monitor interloans management system through OCLC for interloan request, problems, renewals and required actions. Responsible for the interloans statistics, processing interloans monthly bill for finance and annual review of Ara interloans policy
* An active contribution is made to achieving the objectives of Library and Learning Technology Services
* Client feedback on services delivered is positive
* Students know how to use the library catalogue & online resources
* Demonstrate enthusiasm for ongoing professional development
* Safe working practices are observed.
 |
| **Academic Support*** Facilitate early intervention for student academic success.
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* Liaise with Ara learning support services re student participation in order to facilitate successful outcomes.
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	+ Contribute to the on-going planning for Academic Support across the institution.
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