

POSITION DESCRIPTION

Position Details

Position Title	Reference and Liaison Librarian
Business Unit	Learner Support & Services, Learner Journey
Reports to	Team Leader Library
Location	Wellington CBD (primarily), other locations may include Petone and Porirua
Date	30 September 2019

WelTec & Whitireia: Our Purpose

Whitireia Community Polytechnic (Te Kura Matatini o Whitireia) and Wellington Institute of Technology (WelTec) (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting students first and together we serve around 15,000 students every year in the Wellington region and across New Zealand.

WelTec and Whitireia change lives. We provide professional, vocational, and foundation education where students learn the real skills, they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters Degrees, and in a huge range of subjects – from arts to veterinary nursing.

What we do is important, and we are proud to be able to say that we do it very well – Whitireia and WelTec are consistently among the highest performing institutes of technology in New Zealand.

Our Guiding Principles

We put people at the heart of everything we do. Key principles that underpin the way we operate include: **Te Tiriti o Waitangi** – taking all practical steps to create and maintain a culturally sensitive environment for all who are part of what we do.

Flexibility – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing students as individuals with unique needs and aspirations.

Community engagement – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

Active collaboration – working hand-in-hand with industry and employers to ensure the relevance of ITP education to the needs of industry. Providing real-world learning experiences for students, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

Leadership – providing a framework and a vision for the ITP sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

Advancement of New Zealand – providing measurable economic and social benefit to New Zealand through increasing capability and employability of students, actively driving growth in international student engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

Position Purpose

The purpose of this position is to provide high quality, professional, client-centred library services to students, staff, and researchers primarily through facilitating access to services, resources and information.

This position is part of a team of professional librarians who provide information literacy, reference and collection management services to allocated programmes of study. This is achieved through building relationships with academic and institutional staff, which supports student outcomes.

Key Accountabilities

Responsibilities of this position are expected to change over time as WelTec and Whitireia respond to changing needs. The incumbent is expected to adapt and develop as the environment evolves. To ensure the focus of responsibilities remains up to date, the intention is for the high-level description below to be supported by short term (e.g. 6 months) roll-over action plans prepared by the incumbent and agreed with his or her manager.

- Develop, implement, coordinate and evaluate information literacy programmes and resources at all academic levels, including in e-learning environments.
- Proactively liaise with designated Schools about their teaching, research and other information needs.
- Develop and deliver timely and accurate reference support services to students and staff based on a comprehensive understanding of the institution's needs.
- Ensure the library collection remains relevant to the teaching, learning and research needs of the institutions.
- Keep up to date with developments in information literacy and reference services. Make and implement recommendations for the improvement of services.
- Assist with all aspects of the institution's library service delivery.
- Represent the library externally as required through participation in appropriate bodies, and by maintaining relevant professional contacts.

Health and Safety

- Maintain knowledge of Health and Safety procedures, and actively support safe work practices in your work area.
- Take all practicable steps to ensure you don't harm yourself or anyone else.
- Comply with health and safety procedures as outlined in Taikura, in particular reporting all incidents and proactively identify hazards and support their management.

Collaborative Relationships

- Develop and maintain strong, positive and collaborative relationships that enhance the strategic partnership of WelTec and Whitireia.
- Work with others collaboratively and constructively to achieve successful outcomes.
- Support the work of the Team and wider Institute campuses by actively learning and developing and responding to constructive feedback in order to continually improve the quality of work produced.
- Develop and maintain the trust, respect and confidence of colleagues.

Valuing and Nurturing Diversity

- Recognise and positively respond to the different needs of particular groups and individuals within the Institutes' communities.
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Culture

- Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (Te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand.

Other Duties

- Any other duties as requested by your Team Leader/Manager.
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Position Dimensions

Financial delegations	Nil
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HR delegations	Nil
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Direct Reports	Nil
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Key Internal Relationships	<ul style="list-style-type: none">• Students• Library team members across Whitireia and WelTec• Learner Journey team• ICT Services• Information and Enrolments• Academic staff, including Heads of Schools and Programme Managers• Administrative staff
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Key External Relationships	<ul style="list-style-type: none">• Other tertiary providers• External support and service groups• Business and Professional Groups• Other education partners• External suppliers and vendors.
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Person Specifications

Qualifications and Experience	<ul style="list-style-type: none">• An undergraduate degree and library qualification or equivalent Desirable• Professional experience in an academic library• Experience of working with adult learners
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Specialist Knowledge and Skills	<ul style="list-style-type: none">• Effective at building and managing relationships• Highly developed written and oral communication skills• Knowledge and understanding of library, information and communication technologies• Understanding of cultural diversity and its implications in a library environment.
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Personal Attributes	<ul style="list-style-type: none">• High standards of confidentiality and personal integrity• Adaptable and flexible• The ability to cope with the pressure of multiple competing demands• High level of personal initiative and motivation• Able to relate to a broad cross section of people• Highly developed customer service skills• Ability and willingness to learn and share information• Able to problem solve• Able to assimilate the functions and applications of technology quickly and efficiently• A collaborative working style
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