

Canberra Institute of Technology

Position Description

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| POSITION NUMBER: | P54246, P30745, P54897, P54244, P54245, C13415, C13416 |
| CLASSIFICATION: | PROFESSIONAL OFFICER CLASS 1 |
| POSITION TITLE: | Liaison Librarian |
| DIVISION: | Education and Training Services |
| COLLEGE/BRANCH: | CIT Education and Training Services |
| SECTION: | CIT Library and Learning Services |
| SUB SECTION/COST CODE: | 1674/33320 |
| IMMEDIATE SUPERVISOR: | Professional Officer 2, P54242 or P54240 |
| RESTRICTION: | SHIFT POSITION |

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a key role in the development of the ACT's future workforce and building its skill base. Our core business is the delivery of high-quality vocational training and education programs and services to meet the needs of a diverse customer base – locally, nationally, and internationally.

CIT trains over 20,000 students each year, touching more lives post-secondary school than any other tertiary education institution in the ACT. As a major contributor to the economic growth of the ACT, CIT plays a significant role in ensuring a qualified and skilled workforce, attracting school-leavers and international students, increasing skill levels for those self-employed, contributing to the ACT innovation ecosystem, and driving life-long learning for the future economic and social of the ACT.

OUR PEOPLE

The CIT Board's vision for CIT is for staff to collectively be raising our ambitions to meet new expectations; adapting our offerings to provide skills for the future; contributing to the new economy and positioning for prosperity; and investing in our business for viability and value.

CIT cultivates its workforce to embody a culture of innovation, adaptation and learning. As a public provider of vocational education, all staff model the CIT cultural traits (customer centric, collaborative, trusted, professionalism, adaptable, accountable and inspirational), as well as the signature behaviours that underpin the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

EDUCATION FUTURES & STUDENTS

The Education Futures and Students Division provides a dynamic learning experience, which prepares students for success and lifelong employability, and ensures our graduates have the tools and resources they need to succeed in an ever-changing world. The division is led by experienced and innovative education leaders and educators, who are committed to delivering future-focused teaching and learning, and improving student outcomes.

The division's work focuses on the integration of leading-edge education design and delivery technologies, facilitated through digitally enabled learning and innovation spaces and teaching methods, and underpinned by academic quality and assurance systems and processes. The division is also dedicated to providing a broad range of student engagement and support services, to ensure an increasing number of lifelong learners can study and upskill at CIT. Collaborative relationships with industry partners ensure CIT's education and training programs are responding to new and emerging skills needs, and relevant to the local jobs market.

THE POSITION

The Professional Officer 1 reports to Professional Officer 2

The primary focus of the position is to build relationships with CIT students and staff to support learning and teaching through access to information resources and information literacy instruction.

RESPONSIBILITIES

Under direction and professional guidance:

- Deliver a comprehensive information service, including online services, reference services, and specialist research.
- In partnership with teaching staff plan, design, and deliver digital and information literacy workshops including orientation and information skills sessions using flexible delivery modes.
- Collaborate in the design, implementation, and maintenance of a dynamic online service environment to engage students and teachers with library and learning services and resources.
- Ensure collection management and teaching and learning resources are relevant to the curriculum across multiple formats, with an emphasis on digital formats.
- Undertake copyright compliance moderation tasks in CIT's digital learning object repository and liaise with teachers as required.
- Work within a flexible team structure and, although this position generally does not involve direct supervision of staff, if required act as Officer-in-Charge. Undertake other duties in relation to the position.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

- Ensure all interactions of the department are consistent with the CIT cultural traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational).
- Model the ACT Public Service Values and Signature Behaviours.
- Create an environment that values and utilises the contribution of others.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

- Demonstrated experience in learning and applying new technologies for the provision of information services including digital literacy, using online resources, and flexible delivery modes.
- Well-developed liaison and communication skills, including presentation skills across different modes of delivery and adaptability to work across diverse subject areas.
- Ability to contribute to the strategic delivery of information services in a team environment and across CIT, including well developed innovation, collaboration, and problem-solving skills.
- Demonstrated ability to consistently display commitment and leadership in high quality customer service principles, practices, and attributes.
- Proven understanding of user needs, learning styles, and capabilities in an educational institution.
- Understanding of copyright and the ability to interpret and apply it in an educational institution
- Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours, knowledge of and the ability to work in accordance with, and implement agreed CIT policy and principles, respect, equity, and diversity (RED), work health and safety (WHS) and workplace participation.

QUALIFICATIONS AND EXPERIENCE

Mandatory: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate Membership of the Australian Library and Information Association (ALIA) or a recognised course of study.

REQUIREMENT

An ability to work one shift per week.

Office use only

Date Position Description updated: 21/12/2023

RITM Number: RITM4408400