

## Canberra Institute of Technology Position Description

<b>POSITION NUMBER:</b>	<b>TBA</b>
<b>CLASSIFICATION:</b>	<b>ADMINISTRATIVE SERVICE OFFICER CLASS 3</b>
<b>POSITION TITLE:</b>	<b>Library Officer</b>
<b>DIVISION:</b>	<b>Education and Training Services</b>
<b>COLLEGE/BRANCH:</b>	<b>CIT Education and Training Services</b>
<b>SECTION:</b>	<b>CIT Library and Learning Services</b>
<b>SUB SECTION/COST CODE:</b>	<b>1674/33320</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>Professional Officer Level 2 (Library Manager)</b>
<b>RESTRICTION:</b>	<b>Shift Position</b>

### **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 Library Officer reports to the Library Manager

Under the direction of the Library Manager the primary focus of the position is to provide client focused library services to staff and students.

## RESPONSIBILITIES

- Provide library services in one or more of the following areas in accordance with relevant policies and guidelines:
  - Information services including support to students and teachers in the access and use of library and ICT resources,
  - Flexible Learning
  - Testing Services
- Work as a member of a team in managing the day-to-day operations of the library in accordance with relevant policies and guidelines.
- Provide information services and assistance to all clients either in person, via phone or online.
- Contribute to the formation of Library and Learning Services procedures and guidelines.
- Undertake other duties in relation to this position.
- Act as Officer in Charge when required.
- This position does not involve direct supervision of staff.

## PROFESSIONAL AND PERSONAL CHARACTERISTICS

- Ensure your interactions 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. Criteria are ranked in order of importance:

1. Demonstrated experience in using information systems for the provision of client services in an educational institution.
2. Demonstrated ability to consistently display high quality customer ACTPS principles, practices and attributes relevant to the provision of client and information services.
3. Ability to liaise and communicate effectively with staff at all levels, students and members of the public, with a developing ability to negotiate and problem solve.
4. Ability to maintain accurate records and to use new technologies in the delivery of library services including, library management systems and an ability to interrogate such systems.
5. 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

- Tertiary qualifications relevant to the position are highly desirable.
- Ability to work shift as required.

### Office use only

Date Position Description updated:

RITM Number: **RITM4338205**