UCOL
Te Pae Mātauranga ki te Ao
Universal College of Learning

WHANGANUI
founded in
1892

WAIRARAPA
founded in
1896

MANAWATŪ
founded in
1902

HOROWHENUA
founded in
1987

Job Title : Librarian

Kaupapa | Purpose

To provide a critical role in enhancing the information literacy and research capabilities of UCOL Palmerston North students and staff.

Act as a primary liaison for designated academic departments, ERSCO NZ and suppliers. Design and deliver workshops and assist students and faculty with research inquires.

Participate in the selection, acquisition and processing of serials management of library materials.

Foster relationships with external libraries, organisation's and information professionals and contribute to library development, strategic planning, and assessment initiatives.

This is a full time permanent role

Reports to: Learner Success Manager

Team: Learner Success

Tō mātou tirohanga roa | Our vision

Whakairohia he toki, tāraia te anamata | Learning with purpose, creating our futures

Tō Mātou Pūtake | Our purpose

Te Pūkenga provides excellent and quality education opportunities that support learners, employers and communities gain the skills, knowledge, and capabilities Aotearoa needs now and for the future. Learners and their whānau are at the centre of all we do.

Tā mātou whakahaerenga | Our Organisation

UCOL's roots began in 1892 in Whanganui, joined by Wairarapa in 1896, Palmerston North in 1902 and Horowhenua in 2017. Adapting to the growing needs of a young nation, UCOL's innovation and agility has a compelling track record.

UCOL in its many forms has been part of the community for more than a century. We are a proud example of a successful Institute of Technology and Polytechnic. We have a rich heritage and much to contribute to the future of vocational learning. UCOL is a valued and essential partner and is known for leading vocational education and training opportunities

Ngā mahi | Do

The Librarian plays a critical role in enhancing the information literacy and research capabilities of UCOL Palmerston North students and staff. This position is designed for an individual with broad expertise across specialist library disciplines, who can provide tailored support for academic programs while ensuring effective library services that meet the evolving needs of the UCOL community.

The Librarian will work in a collaborative and dynamic library environment, interacting with students, faculty and staff and be flexible in your approach. Your ability to adapt to the changing needs of the library and the academic community is essential.

Key Responsibilities:

1. **Subject Expertise**.

   - Act as the primary liaison for designated academic departments, providing guidance in specific subject areas (e.g., Health Sciences, Engineering, Arts).

   - Develop and maintain up-to-date subject-specific resources, including print and digital collections. Catalogue and processing of online and physical resources.

   - Conduct regular engagement with faculty to identify their information needs and support curriculum development.

2. **Information Literacy Instruction:**

   - Design and deliver workshops, tutorials, and resources to enhance information literacy among students.

   - Collaborate with academic staff to integrate information literacy into course curricula.

   - Evaluate the effectiveness of instruction programs and make improvements based on feedback.

3. **Research Support:**

   - Assist students and faculty with research inquiries, providing one-on-one consultations and guidance on academic writing, citation, and research methodologies.

   - Develop research guides that facilitate access to relevant resources.

   - Stay informed about trends in research to provide current and relevant advice. Stay up to date with cataloguing developments and standards

Pūkenga | Have

Qualifications:

Tertiary or professional qualification in Library or equivalent experience (Level 5)

Demonstrated expertise in a specific subject area relevant to UCOL's academic programme

Strong understanding of research methodologies and academic writing standards.

Excellent communication and interpersonal skills, with the ability to work collaboratively in a team environment.

Experience in teaching or providing instruction in an academic setting is preferred.

Proficiency in using library management systems and digital tools for research and teaching

Experience in advocating and leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting

Ability to support and advocate the use of te reo, tikanga and mātauranga Māori in the workplace

Ability to support and advocate approaches that promote equity and prioritise the needs of priority groups

Ngā mahi | Do

Key Responsibilities (continued) are :

4. Collection Development:

  - Participate in the selection and acquisition of library materials that support academic programs and research initiatives.

  - Analyse usage statistics and feedback to inform collection development decisions.

  - Retain oversight of catalogue access tools such as **Ezproxy** in conjunction with the digital team.

-   Ensure current library electronic resource subscriptions are operational and well maintained

  - Advocate for the inclusion of diverse perspectives and resources within the library collection.

-   Cataloguing and Classification Services – Provide accurate access to library holdings and create original and enhanced catalogue records.

-   Keep up to date with cataloguing developments and standards

5. Collaboration and Outreach:

  - Foster relationships with external libraries, organisations, and information professionals to enhance resource sharing, inter-loans both nationally and internationally and collaborative initiatives.

  - Promote library services and resources through outreach activities, social media, and library events.

  - Engage with the UCOL community to promote awareness of library services including the provision of interloan services between campuses and resources.

6. Administrative Duties:

  - Contribute to library policy development, strategic planning, and assessment initiatives.

  - Participate in library team meetings and professional development opportunities.

  - Assist in the training and mentoring of library staff and student assistants.

-   Management of overdue and lost items

Waiaro | Be

Whanaungatanga | Relationships

Connecting with people and establishing meaningful relationships built on trust and integrity is vital. Great relationships result in collaboration, partnerships and unity. At UCOL, we embrace diversity and inclusivity for all people.

Kia eke panuku, eke Tangaroa | Excellence

Everywhere we look at UCOL we seek innovation and quality that defines us as a high performing institute. We strive for excellence in our programmes, our teaching methods, our resources and systems and processes. We want to see people excelling at what they do and are proud of what we achieve.

Te huringa tangata | Transformation

Transformation requires inspiration, and bold, courageous behaviour. We take pride in being a part of the transformation that occurs in our students as they become successful graduates and alumni. UCOL is always looking at fresh ideas.

Kia kakamā | Agility

Agility is about us working in many different ways, being adaptable and agile in the way we work with others. Through engagement, empowerment and innovation we develop deeper understanding and discover new ways of achieving our goals.

Under the Health and Safety at Work Act 2015, you must take reasonable care of your own health and safety and that of others affected by your actions at work. This includes complying with UCOL's health and safety policies, procedures, and relevant legislation. You must identify and report hazards promptly, use equipment and PPE correctly, report incidents and near misses immediately, and participate in health and safety training and initiatives. Active engagement in improving health and safety practices is expected.

Ngā Hononga Mahi | Working relationships

Functional Relationships

Internal:

- Student Support Team
- Academic Team
- Akonga

External:

- Other library service providers
- External providers

Resource delegations and responsibilities:

- N/A