

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Tūranga Position	Resource Facilitator Librarian - Takiwā	
Uepū / Wāhanga Department	Kahutaupua / National Taura Services	
Takiwā / Rohe District	Te Puna Mātauranga	
Wāhi Mahi Location	As per letter of offer (Te Ihu, Te Waenga, Te Kei)	
Whakatau ki Reports to	Team Lead Libraries	
Māka Pūtea Salary Grade	Level 6 – Academic Support	
Māngai Pūtea Financial Delegation	N/A	
Wā Roanga Tenure	As per letter of offer	
Ngā Rōpu Whaihua Functional Relationships	<u>Internal</u> <ul style="list-style-type: none"> • Taura Service/Managers • SLT Takiwā • Taumatua/Hangarau/Akoranga • TWoA Taura • TWoA Kaiako • TWoA Kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Communities • Lianza/Te Roopu Whakahau • Iwi/Hapū • Other tertiary education Institutions • External Stakeholders • Suppliers and Contractors • Consultants

Pūtake Tūranga - Role Purpose

The primary purpose of the Resource Facilitator Librarian role is to support all library services in the Takiwā with a focus on the uptake of digital platforms through targeted workshops and online interactions. This is a highly mobile position ensuring that our self-service libraries are well resourced and maintained and taura and classes are supported through planned workshops and trainings.

Key Performance Indicators	Success Factors
<p>Service Delivery</p> <ul style="list-style-type: none"> - Provide prompt, effective and friendly service to all taura and kaimahi of Te Wānanga o Aotearoa - Present library Information literacy modules to kaimahi and taura, in particular degree level and above, in conjunction with the Senior Librarian - Participate in the 'digital chat' roster for library user - Support TWoA self-service libraries through the provision of circulation duties - Deliver a series of coordinated workshops for courses, degrees and above to support delivery of the library plan in conjunction with the Senior Librarian - Promote and assist taura to use TWoA online platforms 	<ul style="list-style-type: none"> - Library services will consistently achieve ratings above 80% in all satisfaction metrics - More than 90% of taura surveyed will be aware of library services and how to access them and observation reports are positive - Library users are provided with a 'digital chat' service during allocated hours that may be outside the standard 8.30am to 5.00pm hours to meet user requirements - Library resources, including those available online, are available as required and regularly updated - The plan will be implemented, with milestones achieved and reported - In conjunction with the Senior Librarian, targeted workshops are scheduled and delivered and include online interactions
<p>Resource Coordination</p> <ul style="list-style-type: none"> - Complete all circulation tasks in the required timeframe - Monitor the resource collection for the takiwā is relevant and meets accreditation requirements - Assist with general library duties to maintain the efficient operation of the library - Complete stocktake functions relevant to each Takiwā library where required - Participate in the weeding functions relevant to each Takiwā library where required - Work with colleagues and actively participate in the development of national resources to support taura 	<ul style="list-style-type: none"> - All circulation tasks are completed on time and in accordance with circulation policies and procedures - Resources are monitored and material is shelved effectively according to agreed standards - A high level of satisfaction is reported and libraries meet taura and kaimahi information requirements - Stocktakes are completed methodically and in required timeframes - The weeding function is completed as required in accordance with TWoA policies and procedures - Library resources are developed and available as required
<p>Planning</p> <ul style="list-style-type: none"> - In conjunction with Senior Librarian, contribute to and support the Team Lead to execute the Takiwā library plan - In conjunction with Senior Librarian, support the Team Lead to contribute to the review 	<ul style="list-style-type: none"> - The Takiwā library plan outputs and milestones are delivered in conjunction with Senior Librarian and Team Lead - High quality input is provided in the review, evaluation and assessment of library services

<p>cycle for the annual plan, evaluation and assessment of the library service</p> <ul style="list-style-type: none"> - Implement the review cycle for the annual plan, evaluation and assessment of the library service 	<ul style="list-style-type: none"> - An agreed review cycle is implemented in conjunction with Senior Librarian and Team Lead
<p>Reporting</p> <ul style="list-style-type: none"> - Contribute to Takiwā library reporting in collaboration with the Senior Librarian - Analyse and report on the library collection and recommend appropriate changes in conjunction with the Senior Librarian 	<ul style="list-style-type: none"> - Reports include all relevant information and commentary to demonstrate library performance and data integrity is assured - Reports are accurate and timely; and align with a national reporting template
<p>Relationship Management</p> <ul style="list-style-type: none"> - Perform a liaison role with campus leadership to ensure they are informed and engaged in library functions and activities - Provide effective and high quality library services across the Takiwā - Establish and maintain quality internal relationships with kaimahi across TWoA - Work collaboratively with internal and external stakeholders to innovate and develop tools for taurira success - Maintain the highest standard of personal and organisational integrity so that TWoA's reputation is positively enhanced - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards 	<ul style="list-style-type: none"> - Senior Leadership Teams are provided with relevant and timely information on library functions and activities - Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA - Internal kaimahi relationships are established and maintained with demonstrated outcomes - Collaborative projects are committed to and working parties with internal and external groups are used to support and build innovative pathways - Action occurs with the full knowledge of effect on all parties and the strategic goals and outcomes for TWoA and taurira success - Behaviours demonstrate the highest standard of personal and organisational integrity that promotes credibility of self and TWoA
<p>Health and Safety</p> <ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures - Recognise and address circumstances to prevent unhealthy or unsafe situations - Perform any manual duties in a safe and responsible manner - Report faults in accordance with policy 	<ul style="list-style-type: none"> - Health, safety and wellness policies and procedures are adhered to and complied with - Risk minimisation assessment is completed and any identified mitigation action taken - Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures - Faults are reported immediately to relevant personnel

<ul style="list-style-type: none"> - Process risk management forms and health and safety issues accordingly 	<ul style="list-style-type: none"> - Forms are completed that accurately reflect risks and health and safety issues
<p>Other Duties</p> <ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications - Undertake professional development as identified - Attend hui kaimahi as requested - From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles 	<ul style="list-style-type: none"> - Requests by the employer are undertaken - Professional development is undertaken as agreed - Hui are attended as required - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the kaimahi's manager on an annual basis at performance review.

Person Specification:

<p><u>Qualifications and Experience</u></p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Degree in Library and Information Management or equivalent • Certificate in Adult Teaching • Full NZ Drivers Licence (Class 1) <p>Experience:</p> <ul style="list-style-type: none"> • 2+ years professional library experience, including special library/tertiary education experience • Proven experience successfully delivering customer focused solutions • 2+ years’ experience using electronic databases • 2+ years’ experience in training or teaching groups and individuals <p>Āhuatanga Māori:</p> <ul style="list-style-type: none"> • Actively engages in cultural activities and has an excellent understanding of āhuatanga Māori (values, culture and tikanga) • Able to understand and converse in te reo Māori (TARM level 4 or equivalent qualification) • Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour • Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<p><u>Technical Skills</u></p> <p>Are the specialised skills and abilities required for a particular role</p>	<ul style="list-style-type: none"> • Sound user of library management systems and confident in the use of information technology • Sound understanding of relevant legislation, policies and procedures • Sound understanding of the NZ Qualifications Framework • Sound understanding of the NZ Curriculum/Marautanga, NCEA • Up to date knowledge of adult teaching and learning practice • Intermediate user of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) • Excellent interpersonal and communication skills • Proven coordination, planning and facilitation skills • Ability to facilitate workshops and one on one guidance sessions
<p><u>Behavioural Skills and Attributes</u></p> <p>Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles</p>	<p>Attention to Detail Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.</p> <p>Customer Focused Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light.</p>

	<p>Expertise Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.</p> <p>Flexibility Works effectively within a variety of situations and with diverse individuals or groups.</p> <p>Planning Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals.</p> <p>Team Work Works collaboratively with a group of people, in order to achieve a goal.</p>
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