

1

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of mātauranga Māori, te reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga <i>Position</i>	Senior Librarian – Collection Services	
Uepū / Wāhanga <i>Department</i>	Akoranga – Ngā Amo Tiatia	
Takiwā / Rohe <i>District</i>	Te Puna Manaaki	
Wāhi Mahi <i>Location</i>	As per Letter of Offer	
Whakatau ki <i>Reports to</i>	Team Lead – Library Services	
Māka Pūtea <i>Salary Grade</i>	AS7	
Māngai Pūtea <i>Financial Delegation</i>	N/A	
Wā Roanga <i>Tenure</i>	As per Letter of Offer	
Ngā Rōpu Whaihua <i>Functional Relationships</i>	<u>Internal</u> <ul style="list-style-type: none"> • Kaimahi within Ngā Amo Tiatia • Takiwā Management, Kaimahi and Sites • Taupārongo/Akoranga • TWoA Tauira • TWoA Kaimahi 	<u>External</u> <ul style="list-style-type: none"> • Communities • Lianza/Te Roopu Whakahau • Other tertiary education Institutions • External Stakeholders • Suppliers and Contractors • Consultants
Pūtake Tūranga - Role Purpose		
<p>The primary purpose of the Senior Librarian – Collection Services, is to</p> <ul style="list-style-type: none"> • Coordinate circulation activity • Coordinate the Assistant Librarians in the day-to-running of central circulation and general library activities • Oversee the library acquisitions processes • Facilitate collection development of all physical collections, and • Manage resource coordination to ensure best practice across the library network <p>The role will work closely with the Senior Librarian - Digital Services to support all Takiwā libraries to ensure access to online and physical library resources that meet tauira and kaimahi learning and research needs.</p>		

Key Performance Indicators	Success Factors
Service Delivery <ul style="list-style-type: none"> - Coordinate circulation activity across the library network as per procedure - Maintain and update the circulation terms, conditions, and procedures across the library network that reflect national and international best practice - Work with Takiwā librarian to monitor circulation activities to ensure all transactions are completed (i.e. unfilled requests, missing items, lost in transit) - Facilitate the delivery of the Inter Library Loan service and provide training for library kaimahi where required 	<ul style="list-style-type: none"> - Library Circulation functions are carried out consistently across the library network as per procedure - Circulation terms, conditions, and procedures are up to date and reflect library service best practice - All transactions are completed within expected timeframes - Inter library loans service is delivered promptly and within expected timeframes. - Library kaimahi are trained and supported in the efficient delivery of the Inter Library Loan service.
Acquisitions <ul style="list-style-type: none"> - Facilitate and guide the Acquisitions and Selections process. - Coordinate the library's resource acquisitions, its processes, guidelines and tasks within the allocated budget. - Maintain and update the acquisition guidelines and procedures to align with best practice applied in other New Zealand libraries. - Support and advise Team Lead Libraries in all Acquisitions and Selection activities regarding the development of all TWOA library collections. 	<ul style="list-style-type: none"> - Regular meetings are held as per the documented process. - Appropriate resources are purchased within the allocated budget. - Acquisition guidelines are up to date and reflect library sector best practice - All TWOA library collections are well resourced
Resource Coordination <ul style="list-style-type: none"> - Facilitate collection development of all physical collections (including but not limited to, serials, monographs, and other print collections) across the library network, in coordination with the Takiwā librarians. - Monitor the cataloguing of all resources undertaken by the Assistant Librarian (cataloguing) to align with national and international standards. 	<ul style="list-style-type: none"> - Collections are up to date and meet the research and learning needs of taura and kaimahi. - All TWOA library bibliographic records align with National Library of New Zealand Cataloguing standards. - All TWOA exegeses and or thesis are collected, printed and stored appropriately. - Collection development guidelines are up to date and reflect library sector best practice.

<ul style="list-style-type: none"> - Facilitate the collection, printing distribution and cataloguing of the TWOA exegeses and or thesis collection. - Maintain and update the collection development guidelines and procedures documentation across the library network that reflect national and international best practice, in coordination with the Takiwā librarians. - Manage and grow unique TWoA physical special, rare and ephemera collections 	<ul style="list-style-type: none"> - Unique collections are managed according to their respective collection management guidelines.
<p>Planning and Reporting</p> <ul style="list-style-type: none"> - Contribute to and support the Team Lead with the Annual Library plan cycle as required, alongside the library team. - Prepare and present regular reports and data analysis for Circulation, Acquisitions and Collection Development activities for the Team Lead as required, in coordination with the Digital Library Services Specialist. 	<ul style="list-style-type: none"> - Relevant contributions are implemented as agreed - Reporting requirements are met, align with the reporting template, are accurate, timely and appropriate
<p>Coordination of Central Library daily Operations</p> <ul style="list-style-type: none"> - Support and guide the Assistant Librarians in the day-to-day running of Central Library circulation and general library activities. - Support and guide the Assistant Librarian, Cataloguing in day-to-day bibliographic activities. - Create and contribute to a work environment that champions excellence, continuous improvement, innovation, and best practice. 	<ul style="list-style-type: none"> - Team members understand what is required day-to-day. - Tasks are prioritised to ensure the smooth functioning of Central and timely support is given to Takiwā libraries in relation to circulation, acquisition and collection development activities. - Team members feel well supported in their role.
<p>Kaimahi Experience</p> <ul style="list-style-type: none"> - Encourage and foster a productive environment that benefit all kaimahi. - Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact day-to-day mahi. 	<ul style="list-style-type: none"> - Kaimahi are secure in the environment they work. - Technology and automation are used to the best advantage. - Kaimahi experiences are considered in all aspects of mahi undertaken. - Trends are analysed and adapted to support the kaimahi experience.

<ul style="list-style-type: none"> - Support kaimahi experience and ensure that kaimahi feel connected, empowered, well-informed and have great experiences at mahi. - Stay abreast to current trends and developments to support and nurture kaimahi experience. 	
<p>Kaupapa Matua</p> <p>Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our Wānanga. There is therefore an expectation that kaimahi:</p> <ul style="list-style-type: none"> - Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how these shape and inform our actions. - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa. 	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of kaimahi are aligned with Te Wānanga o Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa. - Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy.
<p>Stakeholder Relationships</p> <ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA. - Establish and maintain meaningful strategic relationships with external networks and other relevant external groups. - 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"> - Internal kaimahi relationships are established and maintained with effective communication and engagement and demonstrated outcomes. - Quality relationships established and maintained (underpinned by trust and mutually beneficial outcomes) with external stakeholders. - A professional and honourable reputation is maintained for the team on behalf of TWoA in all aspects and areas.
<p>Information Management</p> <ul style="list-style-type: none"> - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. 	<ul style="list-style-type: none"> - Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.

<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. - Process risk management forms and health and safety issues accordingly. 	<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. - 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 pōwhiri, 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 kaimahi 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 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 (preferably Masters level) Registered Member of the Library and Information Profession RLIANZA (preferable not essential) Full NZ Drivers Licence (Class 1) <p>Experience:</p> <ul style="list-style-type: none"> 4+ years' experience acquiring, cataloguing, and managing library resources 4+years' professional library experience 4+ years' experience using electronic databases Proven experience successfully delivering customer focused solutions to diverse client groups <p>Āhuetanga Māori:</p> <ul style="list-style-type: none"> Actively engages in cultural activities and has an excellent understanding of āhuetanga Māori (values, culture and tikanga) Understands and uses basic te reo Māori phrases, mihi and greetings Prepared to increase knowledge, understanding and everyday use of te reo and āhuetanga Māori and support other kaimahi in the same endeavour (TARM level 4 or equivalent qualification) 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"> Expert user of library management systems and confident in the use of information technology Sound understanding of relevant, policies and procedures Excellent understanding of the NZ Curriculum/Marautanga, NCEA Intermediate user of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) Excellent planning and facilitation skills Excellent interpersonal and communication skills Versatility, initiative and problem solving capabilities Ability to think laterally and holistically
<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>Analytical Ability Analyses, investigates and interprets data, issues and situations.</p> <p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Expertise</p>

	<p>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>Initiative Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p>Organising Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard.</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>Technical Credibility Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.</p>
--	--