Te Wānanga o Aotearoa

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 *Position*	**Senior Librarian – Digital Systems**
Uepū / Wāhanga *Department*	**Akoranga – Ngā Amo Tiatia**
Takiwā / Rohe *District*	**Te Puna Manaaki**
Wāhi Mahi *Location*	**As per Letter of Offer**
Whakatau ki *Reports to*	**Team Lead – Library Services**
Māka Pūtea *Salary Grade*	**AD7**
Māngai Pūtea *Financial Delegation*	**N/A**
Wā Roanga *Tenure*	**As per Letter of Offer**

	Internal	External
Ngā Rōpu Whaihua *Functional Relationships*	• Te Pātaka Māramatanga – Library • Ngā Amo Tiatia Data analysts • Taupārongo • Te Manawahoukura • Tokokauneke • Kaimahi within Akoranga	• Vendors and Suppliers • Vendor technical support • New Zealand and International Libraries

Pūtake Tūranga - *Role Purpose*
The primary purpose of the **Senior Librarian - Digital Systems** is to support our mission of tauira success through the delivery of a high-quality universal access experience for tauira on their journey at Te Wānanga o Aotearoa (TWoA). The role will facilitate the provision of fit for purpose TWoA digital library systems and solutions including development, implementation and maintenance of best practice digital experiences that supports a blended tauira learning environment.

Key Performance Indicators	Success Factors
Digital Library Services - Manage and develop use of the Library's Integrated Library Management System and Discovery layer to support day to day library operations including: troubleshooting, new developments, changes, support and liaising with external vendors. - Manage and deliver a library systems training programme to all library kaimahi. - Facilitate access to digital library services and collections in conjunction library kaimahi, with Taupārongo (IT), Tokokauneke and other TWOA kaimahi for all TWOA tauira and kaimahi.	- Library management systems meet operational needs for day-to-day digital library service delivery. - Library kaimahi are confident in utilising digital library tools to support their work and guide other TWOA kaimahi and tauira. - External vendor relationships are maintained so TWOA receives timely support in maintaining digital library tools. - Digital library service continuity is delivered daily so that any change process and all impacts on library users are considered and mitigated. - Library kaimahi receive timely support in resolving issues to library systems - Library systems are managed to deliver universal access to all electronic library resources for all tauira and kaimahi
Future planning and implementation - Advise the Team Lead regarding the updating and implementation of the digital library services strategy. - Work with external vendors and internal library and TWoA stakeholders to plan, manage and implement the technical aspects for existing, improved or new digital library solutions that support teaching and learning (i.e. databases, eBook platforms, digital chat etc.). - Complete and document configuration changes to maintain the current Library Management System to support changing library service and resource provision.	- Library services digital strategy aligns to and supports the organisational direction, strategies and frameworks. - Plans are robust and implementation milestones are practical and achievable. - Opportunities for future-proofing Library systems and services are identified. - New and improved digital library solutions, enhancements and configuration changes are documented and delivered within expected timeframe with minimised service disruption - Documentation is up to date and accurately reflects current system configuration.
Resource management - Work collaboratively with senior library kaimahi to receive expert input in the management of all TWOA digital library collections, including selection, retention, storage and access.	- Digital library collections are regularly maintained to meet the organisational learning, teaching and research needs.

Reporting - Regularly extract data from all digital library platforms that accurately reflect key library metrics for the organisation. - Work with data analysts to ensure data integrity is appropriate for reporting.	- Data is extracted regularly and stored for analysis. - Data analysts are supplied with data that accurately reflects all library engagement scenarios
Kaimahi Experience - 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. - 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.	- Kaimahi are secure in the environment they work. - Technology and automation is 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.
Kaupapa Matua 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: - Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions. - Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.	- 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.
Stakeholder Relationships - 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.	- 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.

- Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards.	- A professional and honourable reputation is maintained for the team on behalf of TWoA in all aspects and areas.
Information Management - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.	- Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.
Health and Safety - 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.	- 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.
Other Duties - 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 including participating in the library and TWoA hui including 3-day hui. - 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.	- 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:

Qualifications and Experience	**Qualifications:** • Tertiary qualification or degree level in an appropriate discipline • Professional Library, Information Management or Information Science qualification • Full NZ Drivers Licence **Experience:** • 4+ years' experience in a professional library, preferably including tertiary library • 4+ years' experience managing digital library systems and/or resources **Āhuatanga Māori:** • Engages in cultural activities and has an excellent understanding of āhuatanga 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 āhuatanga 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
Technical Skills Are the specialised skills and abilities required for a particular role	• Advanced user knowledge of Microsoft suite of applications (ie. Outlook, Excel, Word, Power Point, Publisher) • Confident in the use of Library Management Systems • High level confidence in using the backend of digital library systems • Knowledge of how to extract and use data from digital library systems • Excellent relationship management skills • Excellent written and oral communication skills
Behavioural Skills and Attributes Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	**Attention to Detail** Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. **Co-operation** Works co-operatively as a member of a team, proactively sharing knowledge and information. **Dependability** Responsible and accountable for actions, is dependable for meeting deadlines and follows through to get things done. **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. **Information Seeking** Goes beyond questions that are routine or required in the job and can "scan" for potential opportunities or miscellaneous information that may be of future use.

Problem Solving
Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.

Quality Orientation
Produces high quality work and results.

Technical Credibility
Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.