

POSITION DESCRIPTION

Position: Learning and Discovery Librarian

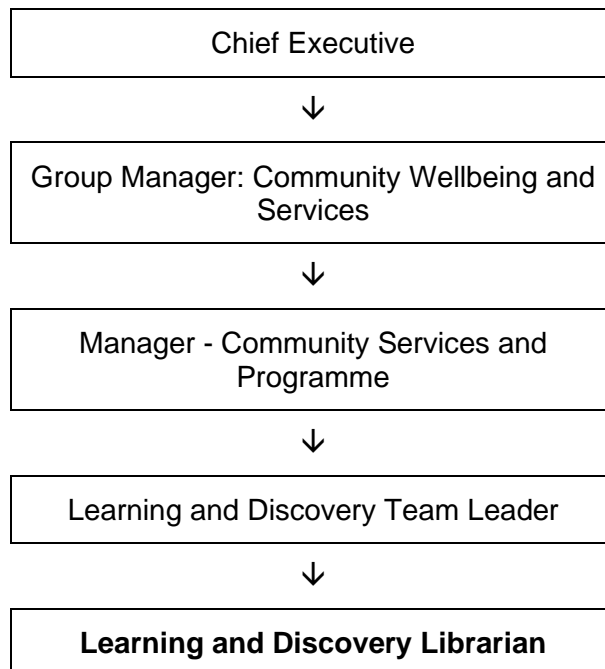
Team: Hastings District Libraries

Group: Community Wellbeing & Services

Responsible To: Learning & Discovery Team Leader

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership

development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Community Wellbeing and Services Group. The Group includes Aquatics and Splash Planet, Hastings Sports Centre, Camberley Community Centre, Flaxmere Community Centre, Hastings District Libraries, Te Whare Waiaroha, Security, Senior Housing, Community Development, Youth Development, Community Safety, Community Grants, Hastings City Art Gallery and Toitoti.

The purpose of this position is to assist in the design, development and delivery of library services to the community across all library sites, and online. This is achieved by:

- Programming, activities and events – in person, or online
- Customer service
- Library operations
- Promotion of services
- Collection Management (select roles only)

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Programmes and events

- Design and deliver programmes, events, and other initiatives relevant to the customers of Hastings District Libraries in conjunction with the Learning and Discovery Team Leader, and other library staff.
- Liaise with other Learning and Discovery team members to plan and deliver school holiday and literacy programmes.
- Keep abreast with current developments and industry trends that may impact on services, or benefit customers.
- Participate in the delivery of regular activities and programmes as part of the wider team
- Evaluate, review and refresh established programmes as required.

Customer service & Library operations

- Deliver front of house services across all sites and opening hours of the week, as part of the team.
- Assist with public and staff safety, building and collection security.

Promotion of library services

- Work with the Community Engagement team to link in appropriately
- Actively promote all library services, collections, programmes, facilities, and products

Collections management (select roles only)

- Selecting materials for allocated sections of the collections in accordance with the Collection Development Policy within budget.
- Weeding and deleting stock for allocated sections, in accordance with the Collection Development Policy.

Important Functional Relationships

External

Library users
Community groups
Local teachers, schools
and ECEs
Authors, storytellers,
entertainers

Internal

Hastings District Libraries
staff
HDC staff

Committees/Groups

Person Specification

Qualifications

- Recognised professional library qualification is desirable
- Current First Aid Certification is desirable

Knowledge/Experience

- Experience working in a public library
- Experience working with a wide range of customers
- 3-5 years experience working as part of a customer service team
- Understanding of tikanga Māori and the Treaty of Waitangi

Key Personal Competencies

- Ability to thrive in and positively contribute in a team environment
- Excellent time management and personal organisation skills
- Self-motivation and an ability to use your initiative appropriately
- Competence and confidence in an IT environment
- Adaptability – our libraries are a busy and challenging public spaces

Personal Attributes

- High level of personal energy and flexibility
- Innovative and creative
- Ability to cope with and initiate change
- Customer centred service ethic
- Personal resilience and a sense of humour
- Physically fit for the role – mobility, strength, energy and stamina