

## POSITION DESCRIPTION

**Position:** Learning and Discovery Library Assistant

**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.

In recent years Hastings District Libraries' offerings have become more flexible in terms of timing, location and channel for delivery, responding to different community needs. Meeting these expectations requires flexibility, responsiveness and collaboration right through the planning life cycle.

## **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 delivery of library services to the community across all library sites. This is achieved through:**

- Programming and events
- Customer service
- Library operations
- Promotion of library services

## **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:**

**Programme delivery**

- Deliver events and other programming as part of the wider district libraries team
- Support digital literacy initiatives and IT tutorials as part of the wider district libraries team Assist in the administration and preparation of offerings, including space bookings.
- Ensure spaces are set up and resourced as required for offerings
- Contribute ideas for both regular and one-off activities to ensure appealing, fun and exciting programmes for library users

Maintaining a welcoming and safe environment

**Promotion of library services**

- Participate in the delivery of promotional activity from outreach, programmes, activities and events, from planning through to delivery, as appropriate
- Actively promote all library services, collections, programmes, facilities and products

**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

**Important Functional Relationships**

External

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

Internal

Hastings District Libraries staff  
Other Hastings District Council staff

Committees/Groups

# **Person Specification**

## **Qualifications**

**Enrolled in and/or currently undertaking or willing to undertake learning in:**

- NCEA Level 3 or equivalent and/or relevant experience

## **Knowledge/Experience**

**Has previous experience and or knowledge of:**

- Evidence of organising or delivering activities and programmes is an advantage
- Evidence of working with children and young people would be an advantage
- Knowledge of a library environment would be an advantage

## **Key Personal Competencies**

- Sound IT skills across a range of platforms, devices and media
- Ability to work both as part of a team and independently under direction
- Ability to use your initiative appropriately within general guidelines

## **Personal Attributes**

- High level of enthusiasm and motivation
- Innovative and creative
- Ability to relate to and work with a variety of people from different backgrounds
- Honest and reliable
- Physically fit for the role – mobility, strength, energy and stamina
- Flexible, adaptable and receptive to change
- Personal resilience