

Your Position

Your job	Information & Collections Manager
Your group	Customer & Community
Your team	Library
Your manager	Manager, City Libraries
Your base	City Centre Library, Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

How we work together:

- Team up – Together we make a difference for our community
- Work smart – We are curious, courageous and learn from experience
- Make it happen – We use our energy and skills to get things done

Your team's purpose

Customer & Community's purpose is to:

- deliver community services, including, library, recreation and cultural services
- provide high quality customer services, including counter and call management services
- drive the improvement in customer services and the customer experience, ensuring that each customer interaction lives up to Porirua City values / identity

Your purpose

The Information & Collections Managers role is to:

Manage the delivery of Information and Collection Services for users and staff of the Porirua Library. This role supports the development and management of the Porirua Library collections, manages the delivery of specialist information services, and supports the technology used to deliver library services.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• Administrator Automated Systems• Librarian Maori & Pacific• Local Heritage Librarian• Librarian (Interloan)• Librarian (Reference)• Acquisitions officer (x2 PT)• Library Assistant – Cataloguing• Library Assistant – Serials• Library Assistant
Your indirect reports	<ul style="list-style-type: none">• Other Library staff carrying out duties within the Information and Collections area.
External people and groups	<ul style="list-style-type: none">• SMART Libraries• CIVICA (Library Management Service Supplier)• Government, public organisations and business• Members of the public and community organisations• Tourism industry• Iwi• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Business Technology Group• Managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Leadership and Management	<ul style="list-style-type: none"> • Ensure the efficient running of information & collection services for the library through staffing management; • Oversight of Adult non-fiction & specialist collections; • Manage the Acquisition, Cataloguing and delivery to shelf of library collection items; • Manage the internal support of library specific ICT systems and products.
Strategic & Operational Planning	<ul style="list-style-type: none"> • Participate in library teams, committees and training in support of library strategic initiatives. • Understand, interpret and apply library policies and procedures, particularly those related to bibliographic maintenance and materials processing. • Develop and review processes for managing situations and identify trends that impact the customer experience
Operational Delivery	<ul style="list-style-type: none"> • Oversee the development and maintenance of the library bibliographic database including cataloguing of materials, quality control and review of items added to the database by other staff, and co-ordination with other SMART libraries. • Oversee the development and maintenance of adult non-fiction & specialist collections and work with "subject matter" staff to ensure a well-rounded collection library wide. • Provide equity of access to information by providing research, database searching in response to customer requests: ensuring that the capability and uses of online electronic resources are fully explored and used appropriately.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups; • Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

<p>It's essential that you have:</p>	<ul style="list-style-type: none">• Holder of a New Zealand recognised library qualification• Must have a broad knowledge of the principles and practices of public library work, and a working knowledge of reference, information, and reader's advisory services.• Must have experience in cataloguing materials through a cataloguing utility in an integrated library system environment.• Experience in developing and managing library collections• Confident in your use of computer systems and services• Understanding and commitment to health and safety in the workplace• Understanding and commitment to diverse workplaces• Understanding and commitment to the Treaty of Waitangi and bicultural issues.• You have a passion for growing and empowering individuals to drive performance, ensuring our staff provide a level of customer service that is exemplary; you have our customers at the heart and empower staff to provide stellar service. You have some experience working with people as a leader and influencer.• Your flexible approach, commitment to customer experience and natural ability to relate well to people of all ages and backgrounds is second to none.• You have excellent communication skills and are well organised, have strong problem solving skills and a passion for making things tick• Overall, you can combine a love for people with a love for process and are able to take this and turn it into an operational reality.
<p>It'd be great if you also have:</p>	<ul style="list-style-type: none">• Demonstrated competency with automated cataloguing systems in a consortia environment.• Experience with operation and support of library ICT systems• Current unrestricted driving license

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