

Your Position

Your job	Library Assistant, Children's Kaiawhina where pukapuka, Tamariki
Your group	Community & Partnerships
Your team	Libraries
Your manager	Children's Librarian Kaitiaki Pukapuka Tamariki, Bee Trudgeon
Your base	Council Premises within 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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatīnana - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services
- coordinate and promote the democratic processes of the Council.

Library's purpose

Porirua City Libraries' purpose is to:

- provide a range of library services, collections, and spaces to the residents of Porirua City that support the community in relation to literacy, knowledge, information, research and study, recreation, and leisure activities

Your purpose

The Library Assistant, Children's role is to:

- assist in the delivery of services that encourage literacy amongst the children of Porirua
- assist in the day to day operation of the children's library service
- assist in the delivery of children's programming and events at City Centre Library

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• Visitors to the library • Members of the public and community organisations • Performers and entertainment providers
Internal people and groups	• Primarily, your direct manager – the Children's Librarian Kaitiaki Pukapuka Tamariki – • the children's staff team; wider library staff; and support staff at Porirua City

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	• General Desk duties as assigned both in the Children's Library and if required at the main desk using the SPYDUS Library Management System to carry out enquiries, transactions, and borrower account related actions. • Physical processing of children's library materials in preparation for lending including covering, labelling, stamping, and reinforcing items based on the library processing manual. • Development and delivery of children's library programmes • Ensure the Children's library presentation is tidy, orderly, and welcoming including shelving of returned items, shelf checking and dusting. • Maintaining administrative tasks in support of library activities including Borrower registration and amendments, collation of statistics and event data. • Basic library catalogue maintenance using the SPYDUS library Management System including record downloading. • Promoting library services and programming to the public • Any other duties that may be assigned from time to time
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders – including staff and library users - ensuring that relationships with key stakeholders are professional, positive and constructive
Corporate Responsibilities	• 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 Safeguarding Children training, and uphold its requirements • 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

It's essential that you have:	• Excellent customer service focus • Excellent customer engagement skills • Good general knowledge of children's books and information seeking practices • Good verbal and written communication skills • Able to effectively plan, organise and manage workloads and resources • Ability to work independently, and as part of a small team • Ability to meet physical requirements of the role, e.g. shelf and move bins of books, ability to stand for long periods of time as necessary for customer service and collection maintenance, ability to master the fine motor skills required of physical material processing. • Confident in the use of ICT and able to pick up new systems quickly. • The self confidence required to present to groups of up to 100 people • 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
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It'd be great if you also have:

- Current first aid qualification
- Experience working in a public library
- Experience devising and presenting programming to children

Last updated December 2023



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.