

## Your Position

<b>Your job</b>	<b>Library Supervisor (Sunday)</b> <b>Kaitiaki Whare Pukapuka Rātapu</b>
<b>Your group</b>	Community & Partnerships
<b>Your team</b>	Libraries
<b>Your manager</b>	Manager, Client Services, Sarah Smith
<b>Your base</b>	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
- Whakatinanatia - 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

## 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 Sunday Library Supervisor's role is to:

- To meet the needs of the community for multi-media information, educational, cultural and recreational resources.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• Employees working on Sunday</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Government, public organisations and business</li><li>• Members of the public and community organisations</li><li>• Tourism industry</li><li>• Ngāti Toa Rangatira</li><li>• Other local authorities</li><li>• Contractors, consultants and suppliers</li><li>• Industry groups</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation.</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Supervision of day-to-day operation of the Porirua Library on Sundays</li> <li>• Manager the staff who work on Sunday</li> <li>• Monitor safety of the public and staff areas of the Porirua Library on Sundays</li> <li>• General front desk duties</li> <li>• Contribute to collection management</li> <li>• Any other duties assigned from time to time by the Manager Client Services</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• A formal library qualification or substantial experience in public libraries</li> <li>• An accurate and conscientious approach to work;</li> <li>• The ability to perform while unsupervised;</li> <li>• Understanding and commitment to health and safety in the workplace;</li> <li>• Understanding and commitment to diverse workplaces;</li> <li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues.</li> </ul>
It'd be great if you also have:	

Last updated May 2026



Porirua City Council supports an inclusive and welcoming environment and is a member of Te Urū Tāngata, Centre for Workplace Inclusion.