

Your Position

Your job	Library Assistant (Whitby) Kaiāwhina Whare Pukapuka (Whitby)
Your group	Community & Partnerships
Your team	Libraries
Your manager	Branch Librarian Whitby, Kerry Rubick
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
- 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
- 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's role is to:

- assist in the operation of Whitby Branch Library, creating a welcoming and friendly environment that encourages an interest in literacy.
- assist in the operation of Whitby Branch Library
- oversee and the delivery of weekly Toddler Time sessions during term time.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Members of the public and community organisations• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers, and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • General front desk duties including issue and return of items, shelving of returned items and answering general enquiries • Assisting the Branch Librarian with the planning and implementation of story times and holiday programming • Operate Whitby Branch Library on Saturdays, including opening and closing down procedures • Ensure the Library is a safe, clean and welcoming physical environment • Any other duties assigned from time to time by the Librarian, or Library Managers
Relationship Management	<ul style="list-style-type: none"> • 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"> • 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

It's essential that you have:	<ul style="list-style-type: none"> • Previous library experience or an interest in customer service roles • A welcoming approach and experience providing great customer service • Good verbal and written communication skills • Able to effectively plan, organise and manage workloads • Ability to work independently, and as part of a small team. • Methodical and conscientious approach to work • An engaging approach with young people and adults • Confident in the use of ICT and able to pick up new systems quickly • 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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Last updated September 2024



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