

## Your Position

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| <b>Your job</b>     | <b>Library Assistant (Cannons Creek)</b><br><b>Kaitiaki Pukapuka (Ngā Kete Mautaranga)</b> |
| <b>Your group</b>   | Community & Partnerships                                                                   |
| <b>Your team</b>    | Libraries                                                                                  |
| <b>Your manager</b> | Branch Librarian Cannons Creek                                                             |
| <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 Library Assistant's role is to:

- to assist in the operation of Cannons Creek Branch Library, creating a welcoming and friendly environment that encourages an interest in literacy.

## Who you'll be working with

|                            |                                                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Your direct reports        | <ul style="list-style-type: none"><li>• None</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>• Members of the public and community organisations</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Operational Delivery | <ul style="list-style-type: none"><li>• General front desk duties including issue and return of items, shelving of returned items and answering general enquiries</li><li>• Assisting the Branch Librarian with the planning and implementation of story times and holiday programming</li><li>• Working independently to operate the library when the Librarian is working on projects</li><li>• Ensure the Library is a safe, clean and welcoming physical environment</li><li>• Help library patrons with basic computer skills, Internet searching, completing online forms, using Smart phone or tablet upskilling, setting up and using email, desktop applications, social networking (e.g., Facebook), and using NZ government online services.</li><li>• Help library patrons with managing library apps for eBooks, magazines and newspapers, library online resources</li><li>• Any other duties assigned from time to time by the Librarian, or Library Managers</li></ul> |

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| 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>• 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

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| It's essential that you have: | <ul style="list-style-type: none"> <li>• Have several years' experience in a customer service role and an interest in library services.</li> <li>• A welcoming approach and experience providing great customer service</li> <li>• An engaging approach with tamariki and rangatahi</li> <li>• An enjoyment for, and the ability to be creative and crafty</li> <li>• Good computer skills and the ability to guide others with basic digital queries</li> <li>• Good literacy and numeric skills</li> <li>• To be confident and up-to-date with information technology and with adopting new technologies.</li> <li>• Physical fitness and ability suited to a busy customer service environment and the handling of a large numbers of books and other library items</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 would be great if you      | <ul style="list-style-type: none"> <li>• Have previous experience working in a library</li> <li>• Can speak and read a language other than English</li> <li>• First Aid certification</li> <li>• Driver licence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

Last updated August 2026



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