

**POSITION DESCRIPTION** | **TE WHAKAATUARAKI MAHI**

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| **Position Details** |  |
| Position Title | Librarian |
| Reports to | TBC |
| Location | Main base at Petone, will work across the campuses of Whitireia and WelTec  |
| Date | July 2025 |

**Whitireia and WelTec: Our Purpose *(Ko tōna iho)***

Whitireia (Te Kura Matatini o Whitireia) and WelTec (Te Whare Wānanga o te Awakairangi) are highly respected institutes of technology established under the Education Act. In 2012 the institutes formed a strategic partnership to build on the strengths of the existing institutions through greater collaboration. The key driver of the partnership is putting ākonga first and together we serve ākonga in the Wellington region and across New Zealand.

Whitireia and WelTec change lives. We provide professional, vocational, and foundation education where ākonga learn the real skills they need to build careers and successful productive lives. We work collaboratively with employers to ensure our training is relevant and we contribute to the economic and social well-being of our communities by providing people with the applied and life skills needed for success. We do this for school leavers, those in employment who are upskilling, and those returning to work or changing careers. We offer all levels from foundation courses to specialised Masters degrees, across a range of subjects.

**Our Guiding Principles *(Ngā Mātāpono)***

We put people at the heart of everything we do. Key principles that underpin the way we operate include:

**Te Tiriti o Waitangi** – Uphold the commitment made by the Crown to Rangatira, including the acknowledgement of rangatiratanga and responsiveness to Māori. Understanding that Te Tiriti o Waitangi is foundational to every aspect of the education system and the relevant principles need to be operationalised in our organisations.

**Flexibility** – providing for the diverse needs of learners through blended and adaptable teaching and learning models and engaging and valuing ākonga as individuals with unique needs and aspirations.

**Community engagement** – engaging actively with Iwi and priority groups to encourage participation and success; alignment with secondary schools to provide seamless transitions into tertiary study; close involvement with local communities and economic bodies.

**Active collaboration** – working hand-in-hand with industry and employers to ensure the relevance of vocational education to the needs of industry. Providing real-world learning experiences for ākonga, increasing industry productivity through sharing knowledge and research and collaborating with Government to align with broader New Zealand objectives and resources.

**Leadership** – providing a framework and a vision for the vocational sector in New Zealand that garners support from education providers, Government, industry, learners, their influencers and the communities we serve.

**Advancement of New Zealand** – providing measurable economic and social benefit to New Zealand through increasing capability and employability of ākonga, supporting international ākonga engagement (onshore and offshore), building economic resilience, entrepreneurial capability and a skill base that is transferable and transportable on a global basis.

**Whitireia & WelTec’s Vision (Whakakitenga)**

Learning together. Transforming lives. Te ako ngātahi. Te whakaahua kētanga o te tangata.

**Whitireia & WelTec’s Values (Ngā Kaupapa e whā)**

Our values are what define us as one of New Zealand’s most honoured tertiary institutions. Our faculty, kaimahi and ākonga follow and live by our values.

* Whakapapa (A sense of belonging for all learners)
* Whanaungatanga (Connected through partnerships)
* Manaaki (Supporting, growing, challenging)
* Tikanga (Doing things the right way, according to values

**Position Purpose (Take Tūranga)**

To provide high-quality, professional services to ākonga and kaimahi primarily through facilitating access to library services, digital information resources and information. Managing the Whitireia and WelTec libraries’ resources and improving access to these resources.

**Key Accountabilities (Ngā takohanga matua)**

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| **Acquisitions and Cataloguing*** Ensure priority needs are agreed with Schools for new acquisitions so that the collection held by the Schools remains relevant to the teaching and learning needs of Whitireia and WelTec.
* Catalogue and process all materials and monitor the accuracy of bibliographic records to ensure all resources are discoverable and meet SMART requirements.

**Information Services*** Manage the provision of electronic information services that enable ākonga and kaimahi to access resources and material that is required to support successful study outcomes.
* Manage journal and database subscriptions.
* Create information and guidance for kaimahi and ākonga in the use of library resources and functions.
* Keep up to date with developments in information literacy and reference services. Make and implement recommendations for the improvement of services.

**Technical*** Manage the inter library loans process for the institution ensuring that agreed service levels are met.
* Manage and maintain the library management system in liaison with Digital Services and SMART library partners.
* Manage the development, maintenance and administration of electronic resources and applications.

**Relationships and Professional Development*** Represent the library externally as required through participation in appropriate bodies.
* Keep up to date with sector trends and changes through professional development, reading and maintaining relevant professional contacts.

**Reporting*** Collect and report appropriate user and system usage to support decision-making, and provide regular reports on library resource usage and activities.

**Collaborative Relationships*** Operate a collaborative model of working with Academic Success, Schools and Learner Journey kaimahi.
* Support the work of the Team and wider Institute campuses by actively learning and developing and responding to constructive feedback in order to continually improve the quality of work produced.
* Develop and maintain the trust, respect and confidence of colleagues.
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| **Valuing and Nurturing Diversity*** Recognise and positively respond to the different needs of particular groups and individuals within the Institutes’ communities.
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| **Culture*** Support and maintain a culturally safe environment and recognise the role of the Treaty of Waitangi (te Tiriti o Waitangi) in providing a framework for this in Aotearoa/New Zealand.
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| **Other Duties*** Any other reasonable duties as requested by your Manager/HOS/Director.
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**Health and Safety**

* Maintain knowledge of Health and Safety procedures and actively support safe work practices in your work area.
* Take all practicable steps to ensure you don’t harm yourself or anyone else.
* Comply with health and safety procedures as outlined in Taikura, reporting all incidents and proactively identify hazards and support their management.

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| **Position Dimensions *(Te rahinga o te tūranga)*** |  |
| Financial delegations | Nil |
| HR delegations | Nil |
| Direct Reports | Nil |
| Key Internal Relationships | * School Operations team
* School Administration team
* Head of School, Programme Managers and kaimahi
* Ākonga
* Support services
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| Key External Relationships | * SMART Libraries
* Other Tertiary Providers
* Business and professional groups as required
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| **Person Specifications *(Tātai pūmanawa)*** |
| Qualifications and Experience | * An undergraduate degree and library qualification or equivalent

Desirable* Professional experience in an academic library for a minimum of 3 years
* Experience of working with adult learners
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| Specialist Knowledge and Skills | * Effective at building and managing relationships
* Highly developed written and oral communication skills
* Knowledge and understanding of library, information, and communication technologies
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| Personal Attributes | * Highly effective organisational skills, including strong ability to prioritise, problem-solve, show initiative and plan.
* Adaptable and flexible, with a ‘can-do’ attitude.
* Highly developed customer service skills, with the ability to relate to a broad cross section of people.
* The ability to cope with multiple competing demands.
* A team player, but able to work alone as required.
* Able to learn the new technology quickly.
* High standards of confidentiality and personal integrity.
* Ability to work independently
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