

Department	Property & Community Facilities
Location	Marlborough Library, Te Kahu o Waipuna, High Street, Blenheim
Direct reports	Nil
Reporting to	Collections Librarian
Grade	12
Financial delegation	Ability to place orders within agreed limits

Department Overview

This position is within the Property & Community Facilities Department. This department is responsible for delivering key services relating to Marlborough's central business district; cemeteries; civic projects and commercial development; halls and memorials; libraries; parking; parks and open spaces; public conveniences; property; small townships; senior housing and residential subdivision development; sports parks; libraries; and swimming pools.

Purpose of the Role

The primary objective of this role is to work as part of the Collections team to support the effective delivery of the Collections work programme; by assisting the Collections Librarian with managing the libraries' collections and supporting the Cataloguer in maintaining and developing the Kotui catalogue for Marlborough District Libraries.

The role is also responsible for:

- assisting in the evaluation and selection of new materials across all formats, ensuring alignment with community needs and strategic priorities.
- monitoring usage statistics and collection performance to inform purchasing decisions and identify areas for weeding or enhancement.
- collaborating with the Cataloguer to ensure accurate and timely cataloguing of new acquisitions.
- actively engaging in the discovery and development of innovative materials to enhance the depth and diversity of the libraries' collections.
- consultation and contribution to development of policies, procedures, processes, and reporting to ensure continuous improvement.
- working collaboratively within the Collections team to ensure the consistent delivery of best practise.
- actively contributing to the delivery of an effective and responsive library service through excellent customer service.

- providing knowledgeable, friendly, and professional library services to meet community needs.

Key Responsibilities

Financial management	<p>Apply commercial acumen and rigour to spend ensuring that required results are delivered.</p> <p>Place orders within agreed limits</p>
Risk management	<p>Everyone has a responsibility to understand, report and manage operational and compliance risk. All staff must familiarise themselves and comply with Council risk management policies and procedures.</p>
Cataloguing	<p>Catalogue library resources including, but not limited to, Large Print, and special collections i.e. Tech Kits.</p> <p>Assist in authority control and metadata quality assurance to maintain consistency and discoverability in the Kotui catalogue.</p> <p>Continually ensure the maintenance and integrity of the Libraries Kotui catalogue.</p>
Collections	<p>Support the Collections Librarian and the purchasing team by tracking and responding to customer requests for new materials, ensuring they are evaluated in line with collection development policies.</p> <p>Undertake purchasing and other duties in the Collections Librarian's absence.</p> <p>Communicate with library vendors and suppliers to support acquisitions, resolve issues, and ensure timely delivery of materials</p> <p>Assist and Support the Collections Team by actively contributing to the Collections work programme.</p> <p>Support the Collections team in improving and streamlining their processes.</p> <p>Assist in compiling and analysing collection-related data for internal reporting and external stakeholders.</p> <p>Stay current with trends and best practices in collection management and cataloguing.</p>
Communication	<p>Able to communicate concisely and clearly to customers and colleagues.</p> <p>Positively participate in meetings.</p> <p>Share learning with colleagues</p>
Teamwork	<p>Contribute to a supportive team environment by communicating and sharing information with others in a timely and positive manner.</p> <p>Support the future direction of the districtwide library service.</p> <p>Contribute to the successful delivery of goals and relevant strategies.</p> <p>Actively problem-solve</p> <p>Positively participate in meetings.</p> <p>Routinely examine own behaviour – accept accountability for own actions and adjust accordingly.</p> <p>Share learning with colleagues.</p>

Customer services	<p>Assist customers with the use of facility, services, technology and resources.</p> <p>Actively seek, record and follow through on all customer feedback, responsively developing services.</p> <p>Demonstrate and model cultural awareness and confidence with biculturalism.</p> <p>Support colleagues with complex customer enquiries.</p> <p>Demonstrate respect, responsiveness and professionalism when dealing with external and internal customers.</p> <p>Seek opportunities to improve service through innovation.</p> <p>Develop and maintain knowledge of the changing local environment in order to tailor services responsively.</p> <p>Proactively build effective relationships and promote services and resources.</p> <p>Manage, and support others to manage, unpredictable situations and customer behaviour to ensure a welcoming and safe place.</p>
--------------------------	--

Organisational Responsibilities

Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

Person Specification

Qualifications	Recognised library or information science qualification at level 5 or greater. A current driver's licence.
Experience and knowledge	Minimum of one year's library experience as a qualified librarian. Experience working in a public or school library environment. Demonstrated experience in and knowledge of popular trends in publishing industry. Knowledge of current trends and innovations in library collections and cataloguing. Demonstrated experience in collection management, cataloguing, or acquisitions within a library setting. Strong understanding of cataloguing standards and metadata practices, and experience in one or more library management systems. Ability to analyse data and contribute to reporting and decision-making related to collections.

Core Competencies

Adaptability	Ability to maintain a calm, professional manner in challenging situations. Ability to operate effectively in a complex and changing environment.
Commitment to improvement	Enthusiasm for continually increasing knowledge and technical abilities. Enthusiasm for continuous improvement and efficiency in processes.
Communication	Excellent oral and written communication skills which are appropriate and relevant to the audience.
Customer focus	Excellent customer services skills. Ability to understand customers' needs via active listening.
Digital literacy	Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture. Motivation to use digital skills to create new opportunities.
Integrity	Ability to handle confidential or controversial information with discretion and professionalism. Takes accountability for own actions.
Interpersonal skills	Proven ability to work effectively in a team environment. Proven ability to develop relationships and work collaboratively with others.
Organisational skills	Strong personal prioritisation and time management skills. Ability to multi-task, prioritise, pay attention to detail and use initiative.

Problem solving and decision making	<p>Considers risk factors in decision-making.</p> <p>Uses own judgement and experience to solve problems.</p>
--	---

Strategic Framework

Vision	Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.
Mission	We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.
Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none"> • We are open, transparent and collaborative. • We partner with tangata whenua iwi. • We involve and respect our many cultures. • We are innovative and strive for excellence. • We are adaptive and responsive to community needs. • We work in an environmentally sustainable manner.