

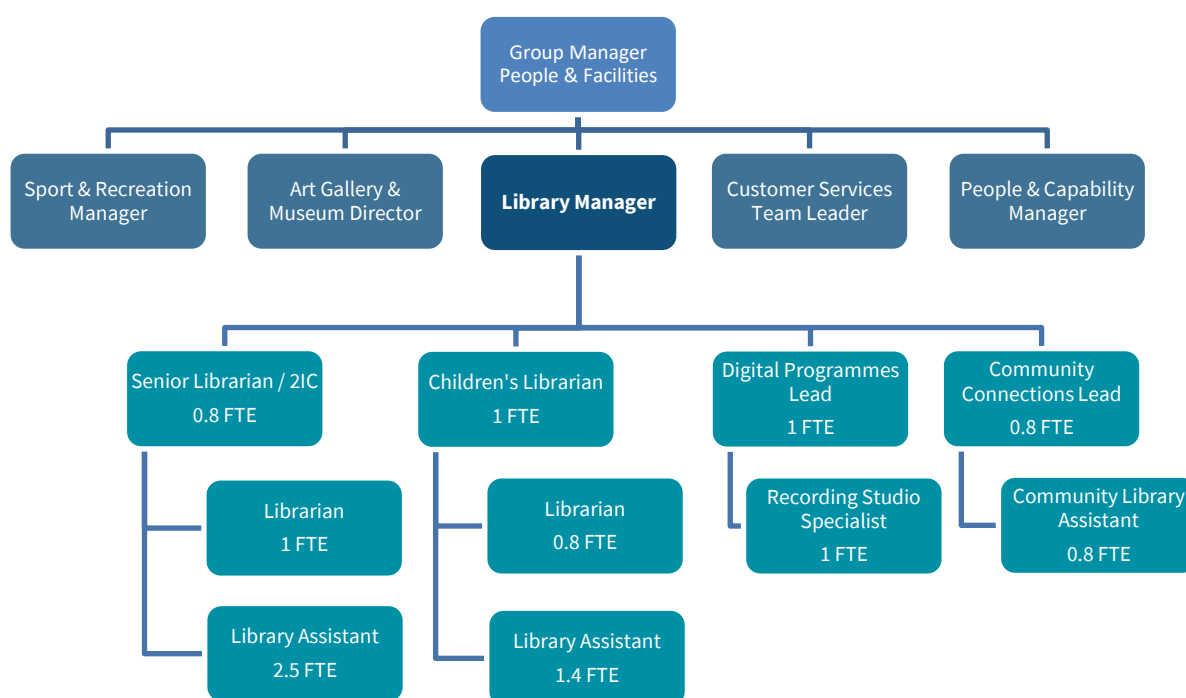
Position Description

Position Title:	Library Manager
Reports To:	Group Manager: People and Facilities
Team:	Library
Group:	People and Facilities
Employment Type:	Full time, 24 months fixed term
Date Modified:	June 2025

Purpose

Lead and inspire the library team to deliver high quality library services and innovative, dynamic and inclusive programmes that maximise the community use of Te Kete Tuhiinga as a treasured place which fosters lifelong learning, provides equitable access to information and safeguards intellectual freedom.

Group Structure



Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



WE DO WHAT'S RIGHT *Ka mahi tika ai tātou*

- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



WE MAKE IT HAPPEN *Ka whakarite ai tātou*

- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



WORK AS ONE *Pakihiwitahi ai tātou*

- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



WE RESPECT EVERY VOICE *Kauauanu ana ngā reo ai tātou*

- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

Key Accountabilities

Team & Activity Leadership

- Lead and oversee the daily operations of the library in line with Council policies and sector best practice.
- Inspire and motivate the team ensuring that individuals have meaningful roles which contribute to a safe, proactive, productive and visitor-centric culture.
- Collaborates with other libraries through consortia and other ways to make savings and maximise benefits to library users.
- Oversee the acquisition, cataloguing and curation of print and digital resources, ensuring the library's collections are current, diverse and culturally relevant.
- Oversee the delivery of innovative, dynamic and inclusive programmes, outreach initiatives and resources tailored to community aspirations and needs.
- Ensure regular and proactive communication regarding library services and programmes is shared with users, with targeted communication for events or holiday programmes scheduled in advance.
- Develop and empower team members through appropriate opportunities, training and supervision.
- Monitor KPIs and focus on continuous improvements, identifying and implementing systems and changes to optimise resources.
- Strengthen collaborative working relationships across all Council teams and identify opportunities for closer partnerships with other GLAM stakeholders such as the Art Gallery and Museum.
- Promote and contribute to the development of Council's strategic vision for the GLAM sector ensuring that opportunities for collaboration are identified and supported.
- Ensure timely, fair, and constructive outcomes in accordance with Council policy and procedures when managing team performance and when required, visitor behaviour.
- Maintain budgetary control, oversee collection purchases, employee and activity costs, outstanding debtors in accordance with Council policy or procedures.
- Create and maintain a team wide work programme and activity management plan, writing business cases and presenting Council reports or briefings as required.
- Effectively represent Council at industry or community group meetings, building meaningful relationships with others in the library profession, and local community groups or schools.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate and business plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Group Manager or Executive Team.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Creativity and Innovation

- Draws on a range of information sources to identify new ways of doing things.
- Translates creative ideas into work process improvements.
- Reflects on experience and is open to new ways to improve processes.

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Self Confidence

- Conveys confidence through body language and communication style.
- Listens and considers other points of view, trusting own ability to respond appropriately.
- Aware of how behaviour is interpreted by others, and modifies appropriately.

Knowledge and Skills

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

People Management

- Aligns team with the organisational values and goals through effective people management and modelling.
- Maximises effectiveness by selecting, developing, managing and motivating a high performing team.
- Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates employee development.

Computer Skills

Able to use and develop skills in common software applications used for word processing, spread sheeting and email.

Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.

Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

Resource Management

Develops and maintain budgets, anticipating and managing risk.

Negotiates for necessary resources from budgets and other sources.

Decisively manages financial issues and responsibilities and challenges others to seek more efficient ways of doing things.

Specialist Expertise

Relevant university degree or equivalent level of learning through experience and at least five years' relevant experience within a library team.

Skilled people manager with proven project management experience.

Experience using industry specific software applications.

Established networks in GLAM sector preferable.

A commitment to biculturalism, upholding the principles of Te Tiriti o Waitangi and an understanding and knowledge of Te Ao Māori