



Position Description

Position Title: Community Programmes Librarian

Tenure/Hours: Permanent Fulltime
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role is responsible for developing, coordinating, and delivering a diverse range of library programmes and events that engage the community and promote literacy, lifelong learning, and cultural enrichment. The role works closely with library staff, community partners, and customers to ensure programmes align with community needs and Council objectives. The role is accountable for delivery in these areas and for increasing participation in library programmes, ensuring positive community feedback, and the successful achievement of programme goals and objectives.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Plan, manage, implement and review library programmes and activities.
- Organise and deliver library programmes and events across the district, including holiday and literacy programmes.
- Coordinate support required from other staff and/or volunteers.
- Source funding for initiatives and programmes.
- Create promotional materials such as flyers, posters, booklets, and other marketing materials as necessary to support the programmes and events being planned.
- Collaborate with schools and community groups to promote library services.
- Act as a community liaison to strengthen relationships and encourage participation in library activities.
- Review programme performance and costs to drive continuous improvement and efficiency.
- Seek and evaluate ideas for programming & events initiated through the Programme Framework.
- Partner with community organisations and identify and develop opportunities for collaboration.
- Maintain statistics and prepare reports on engagement and programme participation.
- Assist with planning and delivery of one-off events or special initiatives as needed.
- Assist the District Librarian with collection development, acquisitions, stocktake, and deselection as needed.
- Apply tikanga Māori and Treaty principles in customer interactions to ensure respectful, inclusive, and equitable service delivery.
- Support Customer Engagement Representatives to deliver relevant programmes and events.

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- At least two years hands on experience in a community library setting.
- Proven experience in planning, managing, and delivering library or community programmes.
- Strong understanding of library programming, literacy initiatives, and community engagement.
- Strong relationship-building and community engagement abilities.
- Passionate about literacy, lifelong learning, and community engagement.
- Relevant experience in a role requiring regular interaction with diverse communities.
- Current drivers' licence
- exercise sound judgement in complex situations.
- Strong planning, project management and organisational skills.
- Experience using human resource information systems, workforce reporting and people analytics to support organisational decision making

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- A recognised qualification in Library and Information Studies, such as a Bachelor of Information Studies or equivalent.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines

Customer Engagement Manager



District Librarian



Community Programmes Librarian

Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	\$1000
Contract delegation	Nil
Statutory delegation	As per Council's statutory delegations register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

.....
Approved: (Manager/Supervisor)

.....
Date:

.....
Agreed: (Staff Member)

.....
Date: