

**Te Papa's Mission Statement:**

The Museum of New Zealand Te Papa Tongarewa is a forum for the nation to present, explore and preserve the heritage of its cultures and knowledge of the natural environment in order to better understand and treasure the past, enrich the present and meet the challenges of the future.

**Position Title:****LIBRARIAN - COLLECTIONS (SERIALS) AND SYSTEMS MANAGEMENT****Job Objective:**

- to contribute to Te Aka Matua's collections management functions and technical processes
- to initiate developments and improvements in Te Aka Matua's electronic and technological systems and processes

**Reports to:**

Manager – Te Aka Matua

**Key Responsibilities :**

To manage and organise Te Aka Matua's off-site collections of books and serials.

To assist with Te Aka Matua's inter-library lending processes.

To maintain Te Aka Matua's online catalogue.

To research and plan for electronic and system developments to ensure Te Aka Matua is able to provide efficient access to its collections.

To ensure that incoming serials are managed efficiently and circulate to staff as required.

To clearly communicate library electronic and systems development to staff and clients.

### **Key Tasks:**

- create online catalogue record for Te Aka Matua's serial collections
- claims for missing subscription serials as required.
- provide information services and manage the collections located at Te Papa's Tory St. operation
- assist with Te Aka Matua's interlibrary lending functions by locating and supplying documents
- maintaining Te Aka Matua's online catalogue and liaising with the supplier
- undertake a regular/ daily turn staffing the public reference desk
- undertake special planning and development tasks as required
- maintain circulation list and circulate serials to museum staff
- communicate library electronic and systems development to staff and clients

### **Key Outputs:**

- Incoming serials are managed efficiently and are available to clients
- Te Aka Matua's serials database information is maintained accurately.
- Te Aka Matua's online catalogue is maintained to high level of accuracy.
- Planning is undertaken to develop Te Aka Matua's electronic systems to provide increased and efficient access to its collections and services.
- Te Aka Matua's off-site collections are managed efficiently.
- Team members have the appropriate skill level, knowledge and confidence to operate technical processes, library software applications and automated systems
- Serials circulated to client's satisfaction
- Changes/upgrades to library's electronic systems are communicated and transparent
- Information delivered to clients is accurate, timely and relevant

## **Person Specifications:**

### **Generic Competencies**

#### *Biculturalism*

- Te Reo Māori A basic pronunciation level of Te Reo Māori
- Tikanga Māori / Customary Concepts: Has a basic understanding of tikanga Māori / customary concepts and ability to discuss them. (ie Provide information and interpretation to visitors)
- Te Tiriti o Waitangi / Treaty of Waitangi: Has an awareness of the historical significance of the Treaty of Waitangi and some understanding of its contemporary application and ability to discuss them. (ie Provide information and interpretation to visitors)
- Ability to identify and support practices which promote the Museum's bicultural policy within the workplace
- Appreciation of customary concepts (tikanga Māori) issues affecting the Libraries and Museums
- Willingness to further develop ones learning areas on tikanga Māori and Te Tiriti o Waitangi

#### *Customer Service*

- Ability to respond professionally and effectively to the needs of internal and external customers
- A very high level of commitment to customer service
- Ability to respond quickly to customers needs and to balance the requirement for standards with customers needs
- Ability to remain calm and maintain a problem solving stance in response to difficult situations
- Ability to understand and respond appropriately to the needs of individuals and groups, including responding to the culturally diverse needs of customers
- A strong customer focus

#### *Communication Skills*

- Ability to be open with people, to listen effectively and express ideas, information and potential problems clearly
- Ability and flexibility to express and present ideas and information effectively in a range of different situations

- Ability to communicate complex ideas in language which is understood by all customers

#### *Interpersonal Skills*

- High level communication skills (verbal and written)
- Analytical skills
- Self motivation and initiative
- Effective interpersonal skills to interact with library team members, Te Papa staff and public visitors
- Ability to establish effective working relationships and contribute to team building
- Ability to work effectively with staff in the creation of a positive and productive environment
- High level organisational skills, time management

#### *Technical Skills*

- A sound knowledge of library systems
- A sound knowledge of information services and databases
- A high level of accuracy with attention to detail
- Computer literacy

### **Job Specific**

#### *Essential*

- A university degree
- Professional library qualification
- Knowledge of National Library guidelines relating to cataloguing serials.
- Proven experience at operating serials management processes.
- Proven experience in collections management.
- Knowledge of advanced forms of library software applications
- Computer literacy, including Library software, Internet, Microsoft applications and office equipment usage.
- Library systems knowledge, proven management and development experience
- The ability to be available to work a five-day-week rostered over seven days is essential due to operational requirement

#### *Desirable*

- A passing knowledge of foreign languages
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- A good understanding of Te Papa's structure, staffing, collections and services
- A broad understanding of the wider library community and related research collections

**Salary Range:**

\$        to \$        per annum