

JOB DESCRIPTION
June 2025

Title & Reporting Relationships

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| Position Title: | Māori Collections Librarian, Libraries, Customer and Community |
| Grade: | SP 10 |
| Reports to: | Collections Lead |
| Purpose of the Group and the Position: | <p>The Customer and Community Group plays a key role in Councils' daily customer interactions, providing support at our Customer Service desks, assisting local business and customers with environmental standards, and helping residents and visitors access our facilities, services, and programs at locations such as swimming pools, libraries, museums, parks, and events. This group fosters connections between the community and the services we offer to enhance everyday life in the district.</p> <p>Within this Group the Māori Collections Librarian works within the Libraries/Collections Team to develop and maintain the Te Matahīapo, Rangitahi and Mātahi collections across the district.</p> <p>Our Kāpiti Libraries values listed below commit us to professional excellence and community elevation:</p> <p style="text-align: center;">Kaitiakitanga Ūkaipōtanga Whānaungatanga Pūkengatanga Manaakitanga Kotahitanga Rangatiratanga</p> |
| Internal Customers: | <p>This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:</p> <p>Hub Leads Library staff Wider council staff</p> |
| External Customers: | <p>Te Reo speakers/learners/teachers Community seeking Māori content</p> |

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviors that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team.
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

- Maintain and develop Te Matahāpo, Rangatahi and Mātahi collections across the district, analysing collection content, purchasing, cataloguing, and de-selecting for the best possible collection. Māori resources are displayed and promoted appropriately.
- Maintain a strong awareness and appreciation of external trends and opportunities for collections and service development in respect to te ao Māori.

Personal Key Results

- Demonstrate commitment to organisational values through behavior that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying workplace risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Take all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment.
- Reporting any risks and/or hazards you become aware of in the workplace.
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment.
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours.
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work-related accident or gradual process injury, and provide your

manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and

- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- An understanding of Te Ao Māori as it applies in libraries.
- An understanding of Te Tiriti o Waitangi as it applies in libraries.
- Conversational proficiency in Te Reo.
- Ability to use and demonstrate a wide range of Māori resources.
- Willingness to learn library and financial systems.
- Knowledge of Mātauranga Māori and its application to libraries:
 - Taurimatanga – protection, preservation, tending to and caring for taonga tuku iho.
 - The principles of tikanga, whanaungatanga – fostering relationships, connection.
 - Manaakitanga – respect, care, kindness and support.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid NZ Drivers' Licence.
- Achieved or working towards relevant tertiary level qualification in a relevant area of expertise (e.g. Māori studies or librarianship), or experience in a similar community focused environment is desirable.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hāpori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

Civil Defence, Emergency Management and Business Continuity Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.