



Title: Library Assistant

Reports to: Community Services Manager

Location: 96 West End, Kaikoura

Date: September 2020

Position Purpose:

To provide and maintain library services for the Kaikoura District.

Areas of Responsibility:

These tasks are not recorded in order of importance.

Key deliverables / expected results will be agreed with the [insert manager] on a regular basis.

Key Responsibilities	<ul style="list-style-type: none"> • To assist in the operation of all library facilities within the district, ensuring that a high standard of service is maintained • Assist in the maintenance and administration of library systems ensuring they are kept up to date and efficient • To promote library services to the district • Ensure the processing and mending of all library material is completed to a high standard and kept up to date • To undertake appropriate training • Ensure library facilities are kept attractive and hospitable • Any other duties required by the Community Services Manager
Health and Safety	<ul style="list-style-type: none"> • To be part of the Health and Safety Committee and maintain effective Health and Safety systems on their behalf. • To promote a safe and healthy workplace by undertaking responsibilities as outlined in Kaikōura District Council's health and safety policy and procedures.
Records	<ul style="list-style-type: none"> • Ensure Councils records are kept and maintained according to the standards set by Archives New Zealand.
Civil Defence	<ul style="list-style-type: none"> • [Provide support to the Controller during event response.] • To take part in Civil defence Training as required

Key Relationships:

Internal

- CEO, Executive Team and Leadership Team
- Cultural Advisor
- Mayor and Councillors
- Council Staff.

External

- Stakeholders
- Members of the public / Library users
- Ratepayers
- Community group and organisations
- Educational organisations
- District Library networks
- National Library of New Zealand
- Library and Information Association of New Zealand
- Other Councils
- Crown agencies
- IWI.

Person Specification:

Skills & Experience	Essential	Desirable
Highly developed interpersonal and communication skills and cultural awareness	✓	
Well-versed computer skills particularly in the Microsoft Office suite in Word, Excel and PowerPoint	✓	
High level written and verbal communication skills	✓	
Proven ability in performing a range of tasks under competing demands, and producing a quality result, consistently on time	✓	
Discretion, and the ability to handle a high level of confidentiality and ambiguity	✓	
Initiative, the ability to think and act 'ahead of the curve' and proactively follow up	✓	
Experience in similar role or an administration-based role where high levels of writing, initiative and creativity were required	✓	
Local Government experience		✓

Required Competencies:

Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
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Applying Expertise and Technology	Applies specialist and expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.
Persuading and Influencing	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others
Learning and Researching	Rapidly learns new tasks and commits information to memory quickly; demonstrates an immediate understanding of newly presented information; gathers comprehensive information to support decision making; encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
Adapting and Responding to Change	Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; shows an interest in new experiences.
Relating and Networking	Easily establishes good relationships with customers and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.
Creating and Innovating	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.
Adhering to Principles and Values	Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to the organisation; complies with legal obligations and safety requirements of the role

Coping with Pressures and Setbacks	Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life
Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.

Kaikōura District Council Vision and Values:

One Team - delivering an excellent customer experience

Our four pillars:



General:

As an employee of the Council you are required to:

- Be associated as required with CDEM or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Respond to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Māori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.