

Job Title	Collection Management Librarian or Collection Description Librarian
Branch	KIRT
Business Group	National Library
Reporting to	One of the following: Team Leader, Cataloguing Team I Team Leader, Cataloguing Team II Team Leader, Serials Cataloguing Team Team Leader, Indexing Team Team Leader, Collection Development (Acquisitions) Team Leader, Collection Development (Legal Deposit)
Location	Wellington
Salary Range	Band E, IM

Purpose

Content Services directorate supports the Library's three delivery channels – services to researchers, services to young New Zealanders and the National Digital Library – by acquiring and making accessible material for the Schools Collection and the published collections of the Alexander Turnbull Library and the National Library's General Collections.

Collection Description and Collection Management are the business units of the Content Services Directorate. The role of Librarian in Content Services is as a member of a team that reports to the Manager, Collection Description or the Manager, Collection Management. It is expected that team members will move between teams in Content Services over time to broaden their experience, so team members are appointed to Content Services, but report to a specific Team Leader.

The **Collection Description Librarian** is responsible for the creation and maintenance of bibliographic records and assisting with associated tasks.

The **Collection Management Librarian** is responsible for assisting with acquisition functions, which includes identifying and acquiring print and electronic resources for the Library's collections.

Capability Framework job profile – Valued Contributor

Key Tasks

Technical functions

Collection Management Librarian:

- Acquire material by Legal Deposit, purchase or donation in all formats
- Check bibliographical sources to identify new items for acquisition
- Create and maintain accurate acquisition records
- Deliver the ISBN service; *or*

Collection Description Librarian:

- Create bibliographic records in accordance with international standards
- Undertake subject analysis for the resources being described, assigning controlled vocabulary terms which will help to make these resources readily and meaningfully accessible.

Performance

- Build a shared commitment to the direction of the organisation, achievement of its outcomes, and a customer focused culture with the team

Capability

- Proactively share experience, knowledge and ideas
- Maintain learning and development, for example by moving across the Content Services teams to acquire other key skill sets
- Keep up to date with developments and standards, and demonstrate professional judgement in applying them

Partnering with customers

- Contribute to an environment where the team engages effectively with other groups, in a way that ensures both internal customer needs and those of external agencies are understood and met

Continuous improvement

- Contribute to a process of continuous review and improvement instituted within the team
- Identify opportunities for enhancing the team's efficiency and effectiveness

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

Key Relationships

Internal

- Members of other Content Services teams
- National Library managers and staff
- Other DIA staff

External

- Clients of the National Library both in New Zealand and overseas
- Vendors
- Publishers

Staff Management

Number of direct reports	N/A
Total number of staff reporting	N/A

Person Specification

Collection Description Librarian:

- Demonstrate an understanding of the need for bibliographic description, subject analysis and authority control
- Demonstrate ability to analyse material and summarise content effectively
- Knowledge of basic library procedures or related experience

Collection Management Librarian:

- Demonstrate an understanding of acquisitions practices
- Understanding of the basic principles of collection management
- Understanding of Legal Deposit
- Excellent oral and written communication
- Knowledge of basic library procedures or related experience

Education and Professional Memberships

- A degree and a minimum of the Level 5 Diploma in Information and Library Studies from the Open Polytechnic of New Zealand, or
- Professional registration with LIANZA

- An equivalent combination of qualifications, training and experience may be approved by the Director of Content Services

Competencies

The Competencies** required for this role consist of both core Departmental and job specific competencies. The core competencies are shown below in italics. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust
	Ethics and Values
Intelligence	Learning on the Fly
	Intelligence
Emotional Maturity	Self Knowledge
	Composure
	Personal Learning
Managing Complexity	Problem Solving
Talent to Execute	Customer Focus
Positive Energy	Perseverance
	Action Orientated
Managing Diverse Relationships	Interpersonal Savvy
	Listening
	Peer Relationships
Achieves Effectiveness for Māori	Effectiveness for Māori

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**Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.