



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Director Literacy and Learning

National Library, Information & Knowledge Services

The purpose of the National Library is to enrich the cultural and economic life of New Zealand and its interchanges with other nations.

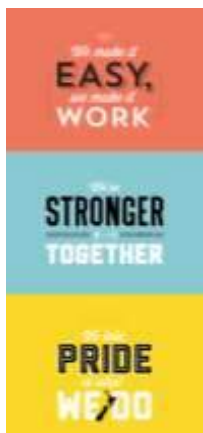
The Director Literacy and Learning is responsible for strengthening collaboration to achieve improved literacy and learning outcomes for New Zealand through partnerships with government agencies, education, library, literacy and community sectors. The role is responsible for the operational leadership of the Services to Schools team and the effective delivery of nationwide services to support reading engagement, digital literacy and school library development. The Director shares responsibility for implementing the National Library's strategic directions, in partnership with other agencies, with an emphasis on promoting reading in every community.

- **Reporting to:** National Librarian
- **Location:** negotiable – most of your team is based in Auckland
- **Salary range:** Information Management, Band L

What we do matters – our purpose

Our purpose as part of the Department of Internal Affairs is to serve and connect people, communities and government to build a safe, prosperous and respected nation. In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Te Tari Taiwhenua
Internal Affairs

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Contribute to the National Library Leadership Team</p> <ul style="list-style-type: none"> • Contribute to the leadership of the National Library through strong teamwork as a member of the NLLT • Work closely with the National Librarian and other senior colleagues to maintain a focus on achieving planned outcomes • Lead and contribute to the annual strategic planning, accountability and business planning process for the National Library • Demonstrate leadership support for all Departmental initiatives and organisational development activities, modelling expected behaviours • Ensure Departmental and National Library policies and procedures are followed consistently • Work closely with the NLLT to identify, develop and implement capability development initiatives for the National Library 	<ul style="list-style-type: none"> • The direction of the National Library is clearly aligned to Departmental priorities and is future focused • National Library staff report that managers work together as a cohesive and constructive team • Staff and managers see leadership and behaviour modelled in a way that is consistent with the Department’s principles • The National Library has strategic directions and a capability development plan that are being systematically implemented
<p>Strategic Leadership of the National Library</p> <ul style="list-style-type: none"> • Provide thought leadership, advice and support to the National Librarian to ensure the alignment of strategic directions and National Library’s work programme to the Department’s Priorities and Focus Areas • Lead the development of effective organisation wide strategies which support the achievement of the National Library’s vision and strategic priorities • Support the National Librarian to strengthen the engagement of key strategic partners with a focus on the areas relevant to Literacy and Learning • Lead projects as required 	<ul style="list-style-type: none"> • The National Librarian is well positioned to align the National Library’s strategies with the wider Department strategic direction • The National Library has a strategy and capability development plan that is being systematically implemented • Business plans for Literacy and Learning align with and deliver on the National Library’s strategic direction and priorities • Stakeholders within DIA and externally are well connected with the work of the National Library
<p>Strategic Leadership of Literacy and Learning</p> <ul style="list-style-type: none"> • Provide strategic and intellectual leadership for the Library’s literacy and learning directions and initiatives • Lead the ongoing development of strategic work programme initiatives relating to literacy and 	<ul style="list-style-type: none"> • An integrated and cohesive approach to literacy and learning initiatives across the Library. • Delivery on the work programme in accordance with the plan and stakeholder requirements

What you will do to contribute	As a result we will see
<p>learning, including oversight and direction for projects</p> <ul style="list-style-type: none"> • Lead the refresh of the Services to Schools transformation strategy to align with the National Library's strategic directions and government priorities and opportunities 	<ul style="list-style-type: none"> • New Zealanders will be supported to have the literacy skills to achieve social, educational and employment success and be inspired to create new knowledge
<p>Leadership of Services to Schools</p> <ul style="list-style-type: none"> • Oversee the development and delivery of high quality lending, online and capability services to school communities. • Lead the ongoing Services to Schools transformation programme to ensure that the services deliver on performance and stakeholder expectations and are responsive to new opportunities and priorities. • Lead, implement and review strategic and business planning processes for Services to Schools for ongoing continuous improvement • Oversee the development and implementation of strategically aligned operating models and processes • Manage the financials and budgets in accordance with department requirements • Prepare, manage and monitor annual budgets for Literacy and Learning in conjunction with the National Librarian • Manage risks effectively by identifying potential issues, developing risk mitigation strategies, assurance activity and business continuity plans 	<ul style="list-style-type: none"> • Services to Schools receives excellent feedback on the services provided • Services to Schools is well positioned to respond to new opportunities for development • The service meets the needs of its customers and stakeholders • Finances and budgets are well managed in accordance with department requirements • Risks are identified and managed appropriately within department risk management guidelines and colleagues are well informed.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships with schools and key education, library, literacy, creative, community and research sector stakeholders • Build and maintain effective working relationships with relevant iwi and tangata whenua groups • Build and maintain a strategic relationship with the Ministry of Education and identify opportunities for ongoing collaboration and partnership 	<ul style="list-style-type: none"> • Stakeholders are engaged and informed about the work of the Group and Department • Collective impact is used to maximise collaboration with stakeholders • Iwi and tangata whenua groups contribute insights to develop and maintain effective and relevant services

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Develop the strategic relationship with public libraries to strengthen opportunities for collaboration across government, libraries, education and communities to achieve greater impact nationally and increased recognition of the contribution of libraries to literacy and learning, knowledge sharing and social cohesion. • Support the National Librarian to maintain effective relationships with key sector stakeholders • Actively promote the National Library's work and the outcomes it achieves including representing the National Library on forums as required 	<ul style="list-style-type: none"> • Libraries are supported for their role in literacy and learning, knowledge sharing and social cohesion and community building • Relationships contribute insight to continuous improvement to meet customer needs • Strong strategic cross-sector relationships and networks deliver results
<p>People Leadership</p> <ul style="list-style-type: none"> • Recruit, develop, support and retain a high performing and appropriately resourced Literacy and Learning directorate • Establish and develop a resilient, agile, learning culture within the Literacy and Learning directorate, based on capability development, continuous improvement, goal achievement and a common sense of purpose • Foster and inspire a strong public service ethic encouraging innovation and collaboration across service locations, teams and the wider public sector • Ensure the performance management system is implemented for managers and staff – actively managing both strong and poor performers • Ensure strategically aligned development plans are in place for all staff to maintain and build capacity 	<ul style="list-style-type: none"> • Behaviour as a people leader is in line with the DIA Capability Framework • The Literacy and Learning directorate is high performing with a strong team culture • The Literacy and Learning management team works as a collaborative and cohesive team • Performance in the teams is actively managed • Staff development plans are in place and strategically aligned
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements of DIA's Health and Safety policy and procedures are met.
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	National Librarian	✓	✓	✓	✓		✓
	National Library Leadership Team	✓	✓	✓	✓		✓
	Office of the National Librarian	✓	✓		✓		
	IKS Senior Managers	✓	✓	✓	✓		
	Literacy and Learning managers and teams			✓	✓	✓	
	DIA Shared Services staff as required	✓	✓	✓	✓		
External	Education stakeholders	✓	✓	✓	✓		
	Library stakeholders	✓	✓	✓	✓		
	Literacy and community organisations	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	Level D
Direct reports	5-7
Total number of staff reporting	Approx 60

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Setting expectations Encouraging innovation Building effective teams Identifying talent and developing others Motivating others to achieve results Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> Previous experience at a senior management level in a dynamic education and/or library environment Demonstrated knowledge and credibility in both the New Zealand education and library sectors Experience of leading and managing multi-disciplinary teams in a complex and changing environment Demonstrated success in service innovation and development, delivering results through collaboration and partnership approaches Experience in developing and managing successful stakeholder engagement approaches, including partnerships and collaborations. Proven record of success in managing a large unit of people. Experience of managing national operations and services. <p>Knowledge:</p> <ul style="list-style-type: none"> Strong background knowledge and

Your success profile for this role	What you will bring specifically
	<p>understanding of the New Zealand education and library landscape.</p> <ul style="list-style-type: none">• In depth understanding of literacy and learning developments in New Zealand and internationally.• An understanding of the principles and practices of professional library management would be desirable.• Strong strategic library, education and literacy stakeholder relationships and networks• Understanding of the roles and functions of central government agencies.• Understanding of departmental budgeting, financial management and appropriations processes.• Conversant with library and information legislation and reporting requirements. <p>Skills:</p> <ul style="list-style-type: none">• Strong leadership, conceptual and analytical skills• Ability to express complex concepts and issues clearly and succinctly to a range of audiences• Strategic thinking and agility• Excellent people leadership skills and ability to engage and inspire others• Excellent stakeholder engagement and relationship management skills• Sound judgement in dealing with complex, sensitive or ambiguous issues• Ability to deliver high quality advice and results under pressure• Ability to identify new opportunities for development and innovation• Ability to manage a range of competing priorities and deliver results• Ability to work collegially with colleagues across the National Library and the wider DIA <p>Other requirements:</p> <ul style="list-style-type: none">• Relevant Tertiary qualification

Updated January 2018