



Job description

Haere mai

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

Research Librarian, Specialist

Alexander Turnbull Library, National Library of New Zealand

This role provides leadership and in-depth research expertise to client groups, about research subjects or collection formats in one specialist area. The current specialist areas are (a) Māori, (b) Pacific, (c) family history, (d) children's literature, (e) pictorial, (f) oral history, (g) manuscripts, (h) music, and (i) cartoons and comics.

- **Reporting to:** Reading Room Leader or Online Research Services Leader
- **Location:** National Library building Molesworth Street, Wellington
- **Salary range:** Information Management, Band G

What we do matters – our purpose

Our purpose 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Research Services</p> <ul style="list-style-type: none"> Respond to onsite and offsite research enquiries as part of wider team Coaching and development of other staff in your specialist service area Facilitate Iwi/Maori access to matauranga Maori by creating pathways to information in the collections 	<ul style="list-style-type: none"> Responses show robust and appropriate research technique and clear communication skills Researchers have successfully identified located and accessed collection items and expertise that answers their research needs. Researchers have been 'connected' with the appropriate specialists, curators or other organisations, who can assist them further. Researchers understand how our processes operate and where appropriate can use them unassisted. Current turn-around times are met No significant backlogs Positive client feedback
<p>Collection and Researcher Advocacy</p> <ul style="list-style-type: none"> Provide leadership and advocacy for researchers in specialist field Develop procedures, user guides and programmes Undertake scholarship and research activities in area of responsibility the development and delivery of Outreach and Public Programme activities 	<ul style="list-style-type: none"> User guides and programmes assist researchers in both on-site and online use of the Library's resources Effective engagement with other groups, in a way that ensures both internal customer needs and those of external agencies are understood and met
<p>Collection Development</p> <ul style="list-style-type: none"> Participate in collection development, and arrangement & description activities Acquire resources that meet agreed collecting plans and strategies 	<ul style="list-style-type: none"> Researchers can easily access relevant, up-to-date reference collections Descriptive and thesauri work is accurate, consistent, and thorough Archival principles of provenance and original order are followed Records comply with content and encoding standards designated for use in ATL descriptions Descriptive records are completed within agreed timeframes

What you will do to contribute	As a result we will see
Continuous Learning <ul style="list-style-type: none"> Ensure that a process of continuous review and improvement is inherent throughout all elements of Research Enquiry Service Draw on knowledge of best practice, advances in technology, and relevant research 	<ul style="list-style-type: none"> Identify opportunities for enhancing the overall Research Enquiry Service capability Develop an informed view of opportunities and challenges to transforming the organisation's Research Enquiry Service systems
Health and safety (for self) <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. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Reading Room Services Team	✓	✓	✓	✓		✓
	Distance Enquiries Services Team	✓	✓	✓	✓		✓
	Outreach Services Team	✓	✓	✓	✓		✓
	Imaging Services Team	✓	✓	✓	✓		✓
	Curatorial Services Team	✓	✓	✓	✓		✓
	National Library outreach function	✓	✓	✓	✓		✓
External	Researchers from particular communities or subject interests	✓	✓	✓	✓	✓	✓
	Client interest groups, academics and professional historians and specific interest groups related to specialist area	✓	✓	✓	✓		✓
	Professional bodies and stakeholders including: <ul style="list-style-type: none"> a) Te Roopu Whakahau, National Service Te Paerangi, Nga Taonga Sound and Vision b) Pasifika Information Management Network; Pacific Manuscripts Bureau c) NZ Society of Genealogists and local branches 	✓	✓	✓	✓		✓

Who you will work with to get the job done	Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
d) Friends of Dorothy Neal White Collection, Susan Price Collection trustees e) Publishers and broadcasters utilising pictorial collections, Ministry for Culture & Heritage f) NOHANZ, Ministry for Culture & Heritage g) ARANZ h) IAML i) Cartoons and Comics Archive Advisory Body						

Your delegations

Human Resources and financial delegations	Z
Direct reports	1 or nil

Your success profile for this role	What you will bring specifically
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<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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <p>Minimum experience required is at least four years working in the relevant specialist field:</p> <ul style="list-style-type: none"> • Maori • Pacific • Family History • Children’s Literature • Pictorial • Oral history • Manuscripts • Music • Cartoons <p>Three years’ experience (may be concurrent with above) in <u>two</u> of the following:</p> <ul style="list-style-type: none"> • An archive, library, or museum • Dealing with a range of public enquiries and customer relationships • Arrangement and description of archival collections • Provision of research services from archival collections
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Your success profile for this role

What you will bring specifically

- Record management systems, electronic and paper

Experience in customer advocacy and service evaluation is also highly desirable.

Knowledge:

- New Zealand history
- Research principles
- Alexander Turnbull Library : an understanding of its role and collections
- Archival/Heritage collections
- Digital and print media

Skills:

- Conducting reference interviews to determine information needs
- Writing concise and complete responses to written research enquiries
- Using online systems, databases, internet technologies and other finding aids
- Establishing and maintaining effective relationships with researchers and donors
- Working co-operatively with colleagues across the Library
- Presenting about and promoting area of specialty

Education:

- Tertiary degree, preferably with a component of New Zealand studies
- Tertiary qualifications in other disciplines would be acceptable if coupled with strong experience or educational component in the relevant field, e.g.
 - Maori – Maori studies or NZ history/politics
 - Pacific – Pacific studies or Pacific history/politics
 - Family History – History, Geography or other Arts or Social Science
 - Children’s Literature – History, Literature or other Arts or Social Science

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">○ Pictorial - History, Geography or other Arts or Social Science○ Oral history - History, Geography or other Arts or Social Science○ Manuscripts - History, Literature or other Arts or Social Science○ Music – Music○ Cartoons - Cartoons, New Zealand History, Political Studies, Journalism, Visual Culture or another relevant field• Tertiary qualification in librarianship, archives work, or related field (e.g. museum studies) <p>Desirable attributes:</p> <ul style="list-style-type: none">• Post-graduate study that included research-level work in New Zealand or Pacific studies• Knowledge of Te Reo Maori or a Pacific Language• Knowledge and understanding of New Zealand and Pacific history and cultures