



# Job description

Haere mai

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

## Collection Description Librarian

### National Library, Information & Knowledge Services,

Collection Services is responsible for acquiring and describing the published collections of the National Library of New Zealand including the Alexander Turnbull Library. Collection Services also provides the following services to authors and publishers: Legal Deposit; Cataloguing-in-Publication; International Standard Numbers and Public Lending Right for New Zealand Authors.

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

- **Reporting to:**
  - Team Leader, Cataloguing Team 1
  - Team Leader, Cataloguing Team 2
  - Team Leader, Serials Cataloguing Team
  - Team Leader, Indexing Team
- **Location:** 58 Molesworth Street, Wellington
- **Salary range:** Information Management, Band E

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## 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.

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## 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



Te Tari Taiwhenua  
Internal Affairs

**We take pride in what we do**

- Make a positive difference
  - Strive for excellence
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## **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><b>Technical functions</b></p> <ul style="list-style-type: none"> <li>○ Create and maintain descriptive records in accordance with international standards and undertake associated tasks</li> <li>○ Undertake subject analysis for the resources being described, including assigning controlled vocabulary terms which will help to make these resources readily and meaningfully accessible</li> <li>○ Contribute to international authority control programmes as required</li> <li>○ Deliver the Cataloguing-in-Publication (CiP) service</li> </ul>	<ul style="list-style-type: none"> <li>• The timely provision of high quality records for use by libraries in New Zealand and internationally</li> <li>• Descriptive records which enable users to find material by subject</li> <li>• Records for New Zealand names and subjects are created and made available for international use.</li> <li>• CiP records created in a timely manner</li> </ul>
<p><b>Capability</b></p> <ul style="list-style-type: none"> <li>○ Keep up to date with developments and standards, and demonstrate professional judgement in applying them</li> </ul>	<ul style="list-style-type: none"> <li>• Descriptive records from the National Library which adhere to current international standards</li> </ul>
<p><b>Continuous improvement</b></p> <ul style="list-style-type: none"> <li>○ Contribute to the development and maintenance of procedures, including documenting these</li> <li>○ Contribute to team planning</li> <li>○ Contribute to projects as required</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities for enhancing the team efficiency and effectiveness are identified and implemented</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Collection Services staff	✓	✓	✓	✓		✓
	National Library managers and staff	✓	✓		✓		✓
	Other DIA staff		✓		✓		✓
External	Clients of the National Library both in New Zealand and overseas	✓			✓		✓
	Publishers and authors	✓			✓		✓
	New Zealand libraries	✓	✓		✓		✓

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	N/A

  

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 <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience or interest in bibliographic description</li> <li>• Ability to analyse material and summarise content effectively</li> <li>• An interest in authority control is desirable</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of basic library procedures is desirable</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills, written and oral</li> <li>• Proven ability to work both independently and as part of a team</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• A degree and a recognised library qualification, the minimum being the Level 5 Diploma in Information and Library Studies from the Open Polytechnic of New Zealand, OR</li> <li>• Professional Registration through LIANZA OR</li> <li>• An equivalent combination of qualifications, training and experience approved by the Director of Content Services.</li> </ul>