



Job description

Haere mai

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

Team Leader, Collection Services

National Library, Information & Knowledge Services

Collection Management and Collection Description (collectively Collection Services) are business units of the Content Services Directorate. They support the Library's delivery channels by acquiring and making accessible material for the Schools Collection and the published collections of the Alexander Turnbull Library as well as the National Library.

- **Reporting to:** Manager Collection Development and Description or Manager Collection Business Services
- **Location:** Wellington
- **Salary range:** Information Management Band I

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>Staff management</p> <ul style="list-style-type: none"> • Coach staff to ensure that performance objectives are achieved • Support and mentor staff in their professional development • Manage poor performance 	<ul style="list-style-type: none"> • Staff have clear objectives to work to, and are supported to achieve these • Staff are well trained and supported to stay abreast of their areas of professional expertise • Stretch objectives provided for high performers • Performance issues are identified and addressed in a timely manner
<p>Operational management</p> <ul style="list-style-type: none"> • Contribute to business planning, budgeting and reporting • Ensure achievement of the team’s outputs and performance standards • Manage and develop one of more products including (as appropriate for the team) Index New Zealand, the New Zealand National Bibliography, Legal Deposit, and National Library Document Delivery • Develop, review and update policy and processes • Use technology to support effective service delivery and business improvement • Build a shared commitment to the Department of internal Affairs 	<ul style="list-style-type: none"> • Collection Services’ objectives and needs accommodated in Content Services plans, budgets and reporting • Business plan objectives are met or exceeded • Ongoing service development which meets user needs • Documentation for policies and processes is current • Business improvement opportunities are identified, explored and implemented where possible • Work processes are effective and efficient • The team is engaged, as measured by the annual Engagement Survey
<p>Service development and policy</p> <ul style="list-style-type: none"> • Contribute leadership and advice to the New Zealand library and information sector in relation (as appropriate) to collection management or collection description • Publicly represent the National Library and promote its services • Co-ordinate and contribute to collaborative initiatives including (as appropriate) the Māori Subject Headings and collaborative indexing 	<ul style="list-style-type: none"> • The New Zealand library and information sector benefits from the knowledge and expertise of Collection Services staff • The Library is seen as actively supporting collaborative initiatives to be successful
<p>General contribution to the National Library</p> <ul style="list-style-type: none"> • Provide advice and support to other National Library services and projects 	<ul style="list-style-type: none"> • National Library projects are supported as required and beneficial relationships are developed with other parts of the Library

What you will do to contribute	As a result we will see
<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 <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 	<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

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

Your delegations as a manager	
Human Resources and financial delegations	Level F
Direct reports	Between 8 and 12

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>	<p>Experience:</p> <ul style="list-style-type: none"> At least five years' post-qualification experience Substantial experience in the relevant area of professional expertise Experience in the oversight and

Your success profile for this role	What you will bring specifically
<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>management of projects</p> <ul style="list-style-type: none"> • Experience in developing policy, standards and procedures • Experience in the management of staff is desirable <p>Knowledge:</p> <p>All positions</p> <ul style="list-style-type: none"> • Understanding of the role and purpose of the National Library • Understanding of Mātauranga Māori and the need to reflect a Māori perspective • Broad and current understanding of the library and information field <p>Team Leader, Acquisitions</p> <ul style="list-style-type: none"> • Good knowledge of current collection development and management practices • Good knowledge of trends and best-practice in procurement, including the licensing and management of electronic resources • Knowledge of collections budgeting practice <p>Team Leader, Legal Deposit</p> <ul style="list-style-type: none"> • Understanding of Legal Deposit legislation (National Library of new Zealand (Te Puna Mātauranga o Aotearoa) Act 2003) and its application • Solid understanding of collection building • Knowledge of International Standard Book Numbers <p>Team Leader, Collection Delivery</p> <ul style="list-style-type: none"> • Broad knowledge of national and international inter-library loan schemes • Good knowledge of the New Zealand Copyright Act 1994 and its interpretation in a library setting • Knowledge of library collection storage systems and storage planning <p>Team Leader, Cataloguing/Serials Cataloguing</p> <ul style="list-style-type: none"> • Comprehensive knowledge of

Your success profile for this role	What you will bring specifically
	<p>cataloguing standards</p> <ul style="list-style-type: none">• Broad knowledge of current and potential use of bibliographic data both within and beyond libraries <p>Team Leader, Indexing</p> <ul style="list-style-type: none">• Understanding of database indexing or cataloguing best-practice• Current understanding of the range, use and development of indexing and full-text electronic databases for magazines and journals, particularly those that include New Zealand resources <p>Skills:</p> <p>All positions</p> <ul style="list-style-type: none">• Proven ability to work well with, and provide leadership to, others• Excellent communication skills, both written and oral• Excellent relationship management skills• Proven ability to achieve results and to develop and deliver effective solutions• Demonstrable skills in the relevant area of professional expertise• Proven ability to work independently and to prove leadership in a relevant area of professional expertise <p>Education and Professional Memberships:</p> <ul style="list-style-type: none">• A degree and library qualification (a minimum of the Level 6 Diploma in Information and Library Studies from the Open Polytechnic of New Zealand); OR• A degree and professional registration with LIANZA