# Research Librarian

## Information and Knowledge Services, National Library of New Zealand, Alexander Turnbull Library

The purpose of this role is to provide research services to library users, complete arrangement and description to make collections accessible, and to assist in ensuring the preservation of and care for the collections. The role has four main parts;

* Responding to research enquiries in person or by correspondence
* Arrangement and description of unpublished collections
* Contributing to developing collection guides, client training materials and other outreach support
* Supporting collection development activities
* Reporting to: Reading Room Services Leader, or Online Research Services Leader, or Arrangement and Description Leader

Location: Wellington

* Salary range: INFO MGMT F

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

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| We’re stronger together * Work as a team
* Value each other
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| 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 |
| --- | --- |
| **Research Services*** Provide research assistance, through rostered desk duties and by answering written enquiries from off-site researchers
* Conduct comprehensive reference interviews when appropriate to guide clients to most relevant research sources
* Assist clients with ordering and delivery procedures for obtaining copies material in the Library’s collections
 | * Researchers receive a welcoming introduction to the Library’s research services.
* Researchers understand how our processes operate and where appropriate are able to use them independently
* Written and onsite responses show robust and appropriate research techniques and clear communication skills
* Researchers are able to successfully access and use digital and analogue resources
* Current turn-around-time deadlines are met
* No significant backlogs
* Positive client feedback
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| **Arrangement and Description*** Complete arrangement and description of unpublished collections
* Create metadata that makes collection content meaningful and discoverable
 | * Descriptive and thesauri work is accurate consistent and thorough
* Archival principles of provenance and original order are followed
* Material is housed appropriately
* Records comply with content and encoding standards designated for use in ATL descriptions
* Descriptive records are completed within agreed timeframes
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| **Additional Tasks** * Lead specific areas of operational or subject speciality as allocated
* Assist with the development of online research guides and finding aids
* Deliver tours and presentations to researchers and colleagues
* Assist with collection development
* Ensure professional expertise remains current
 | * Broad and reasonably deep subject and collection knowledge to support client enquiry and high-quality arrangement and description
* Researchers are supported to use our collections effectively
* Researchers can easily access relevant, up-to-date reference collections
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| **Health and safety (for self)*** 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
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Research Enquiries Team, Arrangement & Description team, Outreach Services Team, Imaging Services team, Curators, Collection Care | ✓ | ✓ | ✓ | ✓ |  |  |
| Public Programmes Team |  | ✓ |  | ✓ |  |  |
| National Library Content Services  | ✓ | ✓ | ✓ | ✓ |  |  |
| External | Researchers representing all communities or subject interests, client interest groups, academics and professional historians  | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Colleagues in other institutions |  | ✓ |  | ✓ |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations | none |
| Direct reports | none |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| 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 [Valued Contributor](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Valued_Contributor_v7/%24file/DIA_Profile_Valued_Contributor_v7.pdf).**Keys to Success:*** Customer Focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience:** Experience in at least two of the following; * Working in 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 to archival collections
* Records management systems, electronic and paper

**Knowledge:*** Tertiary qualification in librarianship, archives work, or related field (e.g. museum studies)
* Tertiary qualification, preferably with a component of New Zealand or Pacific studies, or other relevant subject

**Skills:*** Action oriented, seizes opportunities, works hard
* Customer focused – acts with customers in mind and uses customer feedback to improve services
* Problem Solving, analysis, logical
* Listening – demonstrates active listening and is patient
* Trustworthy and respected, seen as a truthful individual
* Attention to detail

**Other requirements:*** Knowledge of Te Reo Māori is desirable
* Knowledge and understanding of New Zealand and Pacific history and cultures
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