



Te Whare Wānanga
o Awanuiārangi

Job Description

Position Title Librarian **Team/School:** Learner Success

Position Holder **Date** November 2025

Reports to Manager – Library and Information Services **Location** Whakatāne

Agreed By (Please Sign) Position Holder

Manager/Team Leader Date

HR Manager Date



STATEMENT

The Wānanga:

- is firmly committed to the principle of equal opportunity for all and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

PURPOSE OF POSITION

The purpose of this role is to provide library services to students and staff.

In this role you will work predominantly 15 hours each week Monday and Tuesday. Your hours may be varied occasionally, if required to support students attending scheduled weekend noho at Whakatāne.

DIMENSIONS AND AUTHORITY

Staff: nil

Financial: nil

RELATIONSHIPS

Internal:

- Awanuiārangi staff
- Awanuiārangi students

External:

- Community patrons
- New Zealand Libraries
- Local information service providers (Ngāti Awa Research, Whakatāne Public Library, Whakatāne Museum)
- Book Suppliers Tauria

KEY RESULTS AREAS

The role of Librarian encompasses the following major functions or Key Result Areas:

1. Library Services
2. Effective Communication and Client Focus
3. Team and Personal Effectiveness
4. General Requirements of all Wānanga employees

Key Result Areas What am I meant to do?	How do I know I'm successful?
KRA 1: Library Services • Provide a quality and proactive information service to staff & students of the Wānanga including campuses. • Assist with the selection and cataloguing of new resources. • Facilitate access to material.	• Library strategic plan and objectives are achieved. • Development of new information services focused on information needs. • Positive feedback.

• Staffing of the Library information desks on a rostered basis. • Provide a reference service. • Present user education/information literacy modules to staff and students to encourage and assist to discover resources and develop information skills for lifelong learning. • Be responsible for Inter-Library loan system. • Assist in providing a safe, well-organized library environment. • Be responsible for the Library in the Library and Information Services Managers' absence. • Assist with the accuracy and maintenance of Library processes.	• Cataloguing maintained to national standards. • Māori Subject Headings are used appropriately. • Resources are catalogued in a timely manner. • Collaboration with library and academic staff to ensure appropriate resources are selected. • New resources are purchased according to Collection Development policies. • Library collections are current and relevant to programmes taught at Te Whare Wānanga o Awanuiārangi. • New pathfinders developed. • Regular contributions to the Library newsletter 'Mauriora'. • Orientation of library collections and services are provided to new staff and students. • Increased usage of the Library. • Production of user guides. • Promotion of new resources. • Front desk rosters are developed. • Day-to-day systems are running effectively. • Reference queries completed satisfactorily and in a timely manner. • Information is supplied from a variety of information sources. • Library orientation sessions to campuses and student cohorts. • Increased usage of online databases • Users can navigate the library catalogue and locate resources effectively. • Awanuiārangi staff and students are independent library users. • Inter-library loan requests are submitted within stated time frames and according to internal and external criteria. • Logical and tidy access to Library collections. • Library environment and facilities stimulate learning and responds to study and research needs. • Responsibility of the Library and Library Assistant/s is assumed by the Librarian when the Library and Information Services Manager is unavailable.
--	---

	• Effective systems of communication and coordination with Library and Information Services Manager are maintained. • Documentation is reviewed and updated at agreed intervals. • Documentation is accurate and correctly reflects the administration of the Library. • Documentation is written where none exists.
KRA 2: Effective Communication and Client Focus • Develop effective relationships with stakeholders, clients, and external agencies through provision of information. • Develop effective communication channels to influence quality thinking internally and externally. • Advocate across stakeholder organisations, work with agencies and other external organisations to contribute to the Quality Improvement way of working.	• Effective relationships are built and maintained. • Effective communication with stakeholders. • A strong customer focus is maintained.
KRA 3: Team and Personal Effectiveness • Provides relief to team members during leave or peak workload. • Documents critical functions within areas of responsibility. • Where appropriate carries out co-ordination duties effectively and efficiently. • Continual update of own knowledge and skills relating to technology, administrative systems and other related to the position.	• Team is supported as required. • Feedback shows good communication is fostered with the team and other staff members. • Work processes are updated on an annual basis. • Professional development and training is undertaken as required.
KRA 4: General Requirements of all Wānanga Employees • Possess a student-centric work ethic. Actively seek to provide the best possible service to our students; • Promote the Wānanga as a positive and dynamic learning environment; • Strive for high student retention and success. • Meet your obligations under the Health and Safety at Work Act 2015 by. ○ Being responsible for maintaining a safe and healthy workplace ○ Following health and safety rules, policies and procedures, ○ Reporting accidents, injuries and unsafe equipment, practices or conditions ○ Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.	

- Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines;
- Create and maintain complete and accurate information and records within their domain in approved business information systems and applications in a timely manner as a routine part of their work practice;
- Comply with information and records management policies, standards, guidelines, and procedures;
- Be culturally aware and uphold EEO in all aspects of work and development;
- Participate in the Wānanga appraisal process;
- Improve and develop yourself through training and professional development opportunities;
- Undertake any other key duties as agreed with your manager.

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

Person Specification

Technical/Professional Qualification	
Essential	Desirable
• Tertiary qualification in Library and Information Studies or other relevant discipline. • A current, unrestricted private motor vehicle licence.	
Experience	
• Minimum 3 years' experience in the provision of library services. • Experience working within a tertiary education environment.	
Skills and Attributes	
• Ability to use Office 365 applications effectively to at least intermediate level. • Understanding of Te Reo Māori to at least an intermediate level. • An understanding of tikanga Māori. • Excellent interpersonal, customer service and communication skills.	

Competencies	Looks Like
Values Alignment Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.	• Examines and clarifies personal values and behaviours. • Communicates and models organisational values. • Uses organisational values in decision-making. • Manages own personal development and learning.
Interpersonal Skills Demonstrates an ability to use a variety of interpersonal techniques to effectively deal with a variety of people and situations.	• Uses good listening and questioning techniques. • Develops good rapport with people at all levels. • Accurately interprets others' behaviour and adapts own approach accordingly.
Analysis/Problem Assessment Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.	• Detect problems or opportunities. • Gather all relevant information. • Identify underlying issues or problems. • Organise information. • Recognise trends. • Identify cause-and-effect relationships.
Tauira/Customer Service Proactively develops student/customer relationships by making efforts to listen to and understand the tauira/customer (both internal and external); anticipating and providing solutions to tauira/customer needs; giving high priority to tauira/customer satisfaction.	• Focuses on tauira/customer needs and meets or exceeds their requirements. • Clarifies tauira/customer needs. • Confirms satisfaction. • Listens and empathises. • Develops approaches that provide total solutions for tauira/customers.
Work Standards Setting high goals or standards of performance for self and organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.	• Sets high performance standards. • Emphasises high standards to others. • Shows pride when standards are met. • Shows dissatisfaction with substandard performance.
Attention to Detail Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.	• Clarifies details of tasks. • Completes all details. • Checks outputs for accuracy and completeness. • Follows established procedures. • Maintain checklist to cover details.
Technical/Professional Knowledge Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.	• Understands technical terminology and developments. • Knows how to apply a technical skill or procedure.

	• Knows when to apply a technical skill or procedure. • Performs complex tasks in area of expertise.
Teamwork/Collaboration Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.	• Contributes to team development, shares ideas and achievement of results. • Clarifies roles and responsibilities, and priorities. • Looks to help others. • Supports team decisions and shares accountability within the team. • Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

MISSION

Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.

Parau ana tēnei ara whāinga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.

Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.

Haere mai... Me haere tahi tāua.

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.

VALUES

Manaakitanga: To respect and care for students, our manuhiri, our communities and each other.

Whanaungatanga: To value all relationships and the kinship connections with our students, our communities and each other.

Kaitiakitanga: To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

Pūmautanga: To commit to excellence and continuous improvement in everything we do.

Tumu whakaara: To inspire and ethically lead through example and outstanding practice.

BACKGROUND

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhuatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, engagement in PLD projects, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and are reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Wairoa, with a further site currently being determined in the North (Te Tai Tokerau). We also deliver on marae across the Te Ika a Maui (*North Island*).