

JOB DESCRIPTION

Job Title	Team Manager, Libraries
Position Status	Permanent
Business Unit & Team	Service Delivery, Libraries
Reports to	Manager Community Services
Direct Reports	<ul style="list-style-type: none"> • Assistant Librarians (4) and Casuals (3) • Senior Librarian • Library Development Specialist • Lead Librarian - Mangawhai • Community library Managers - volunteers (3)
Base Location	Dargaville or Mangawhai Library
Salary Grade	Grade 16
Delegations	Financial/H&S/Contractual/Policy Delegations
Key Internal and External Partners/Customers	Kaipara Community, Council, Executive Team, Project Management Team, Neighbouring Councils, Schools and Community Organisations

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

This role is responsible for developing, implementing and maintaining library systems, strategies, policies, services and initiatives in support of efficient and effective service delivery. This includes meeting KPIs and fostering a culture to enable continuous improvement and effective use of library systems promote good library management practices across the district, utilising change management and transformation strategies and contributing to strategic development.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

The manager is responsible for leading the library teams across the district including RoadMaps, training plans, scheduling, wellness and creating a safe supportive team culture.

KEY RESPONSIBILITIES

Lead Library Functions	<ul style="list-style-type: none"> • Oversee and manage the operations of libraries teams, ensuring agreed service levels are met. • Develop Business Plans that align with the overall strategy of Council and contribute to Annual Plan and LTP development. • Allocate resources, including budgets and staff. • Recommend and lead implementation of new trends, systems or processes to continuously improve services. • Contribute to strategy & policy development in forums, including the Council, the management team, Public Libraries Assoc (PLNZ) and NZ Library Assoc (LIANZA).
Strategic Library Management	<ul style="list-style-type: none"> • Implement Library Strategy and develop future strategies. • Provide strategic advice on the development of library information, communications and technology systems. • Foster positive relationships with the community to identify community needs, develop outreach programmes, and organise library events that promote • literacy, lifelong learning, and cultural enrichment. • Develop, implement, monitor and report on Libraries strategic and asset management, risk management, plans, policies, annual work programmes and processes. • Ensure Libraries continuity and disaster recovery plans are in place, tested and reviewed. • Ensure that legislation changes are incorporated into Library systems and policy to ensure compliance. • Provide leadership using good practices and processes for implementation of new technologies. • Ensure Library systems are compatible for developments within the sector, with a particular focus on alignment with other Northland authorities where appropriate.



Whakaute
RESPECT



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Mana
INTEGRITY

Plan, develop and implement improved library services	<ul style="list-style-type: none"> • Work with library committees to ensure the library service meet their community's needs. • Deliver the Library Strategy, develop plans for a mobile library service. • Have regard to the appropriate nature of any cultural aspects of the work undertaken, especially Māori information needs. • Structure effective public relations image to the general public for all staff • Develop and implement new library trends and technologies. • Maintain statistics for national database and produce reports as required. • Ensure the Asset Management Plan for the Dargaville, Mangawhai and future libraries is up to date and relevant. • Project Management- Plan and manage projects for improvement of the libraries. • Anticipate opportunities and threats to prepare the business and manage risk. • Coordinate change management to promote and develop a culture consistent with Council's values.
Financial Management	<ul style="list-style-type: none"> • Prepare, review, forecast and monitor the annual budget and LTP for Kaipara Libraries. • Strong financial management skills including budgets, forecasting and oversight • Manage the libraries within the approved budgets. • Identify and implement opportunities for efficiencies and savings.
People Leadership	<ul style="list-style-type: none"> • Operate in line with our "KDC Great Manager Guide". • Comply with the Good Employer Requirements of the Public Service Act 2020 and Local Government Act 2002.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing	<ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of others affected by your work. • Ensure prompt reporting of all Health and Safety hazards or incidents.
Professional Development	<ul style="list-style-type: none"> • Participate in monthly and yearly roadmap planning and chats with your manager. • Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities. • Complete annual mandatory learning.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • Provide CORE customer experience (connected, open, reliable and easy). • Champion our values. • Adhere to our ways of working (WoW). • Observe KDC policies, procedures and guidelines. • Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.



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Mahi tahī
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- Maintain records in compliance with the Public Records Act 2005.
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.
- Other tasks and/or projects as assigned.

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Champion Innovation
- Provide Customer Experience Excellence
- Make Informed Decisions
- Communicate Clearly

Leader of Others

- Manage People
- Business Acumen
- Manage within a Political, Legislative and Regulatory Environment
- Be a Leader of Change

SUCCESS PROFILE

Qualifications & Experience

- A relevant library qualification and LIANZA Professional Registration (or eligibility for registration with a clear path toward it).
- Library sector management experience.
- Experience in change management.
- Proven skills leading, influencing, motivating, coaching and developing teams to foster a positive culture.
- Strong financial management skills.
- Experience working with Library Management Systems and with digital and e-library services.
- Experience providing an outstanding customer service in a community with diverse needs.
- Proven ability to ensure that the libraries of the district are operating efficiently and economically and meet the needs of the users.
- Working knowledge of local government operations and policies.
- Working knowledge of relevant legislation including the Privacy Act, H&S, Copyright Act, Bill of Rights Act, Human Rights Act and Te Tiriti o Waitangi.

Role Specific Skills & Attributes

- Strong team building and collaborative skills.
- Ability to build and maintain positive and constructive relationships at all levels of the organization.
- Cultural awareness and understanding of the varying needs of the community.
- Effective time management and a proven ability to work to deadlines.
- Ability to maintain confidentiality and political neutrality.
- Commitment to teamwork.
- A high level of understanding of librarianship and the information industry.

Other Role Requirements



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This role requires:

- regular travel across the Kaipara region
- a full NZ Driver Licence



Whakaute
RESPECT



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MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY