

SHAPING AN  
AWESOME  
HAMILTON

# Whakaahu/Innovation Librarian

## COMMUNITY

### WHY WE ARE HERE

To improve the well-being of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - adaptability, simplicity, inclusiveness, guardianship, and ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance.

Our people are at the heart of everything we do.

### WHY THIS ROLE EXISTS

This position sits within the **Community** group. The purpose of this group is to connect the community to the Council, ensuring that the needs and feedback from the community are an integral part of how the Council makes decisions.

This position is a Children's Worker as defined under the Childrens Act 2014. Hamilton City Council is committed to providing a safe environment for children attending Council-owned and operated facilities. It is expected that all Council employees working with children and young people will operate in a way that reflects this intent.

### WHAT YOU WILL DO

Reporting to the Whakaahu/Programmes and Learning Leader, as the Whakaahu/ Innovation Librarian you will plan and lead the development of library services to all customers ensuring they are up-to-date and meet the needs of their communities with the goal of delivering programmes that encourage and support the wellbeing of the community.

You will support and maintain effective relationships with the diverse Hamilton Community, in conjunction with the Whakaahu/Programmes and Learning Leader and HCC's Community Development Unit.

Responsible for (total number of staff)	Nil
Delegation	Nil
Budget	Nil

### YOU BRING TO THE ROLE

- A relevant tertiary level qualification (e.g. library and information studies, or marketing, communications, community development, journalism), preferred but not essential

### EXPERIENCE

- 2 years of relevant work experience, preferred

### SKILLS AND KNOWLEDGE

- A proven track record of thinking differently, acting with integrity, working together and making it happen.
- Self-awareness that mindset is the foundation of performance and an ability to develop self and others in this regard
- Adhere to the Child Protection policy, procedures and requirements to ensure the safety and wellbeing for children and young people at Council facilities.
- Attend and participate in mandatory child protection training programmes, including induction and refresher courses.
- Undergo mandatory regular safety checks (minimum every 3 years) and any other time Council deems it appropriate.
- Experience in facilitating for programmes and learning
- Knowledge of STEAM education and multiple literacies.
- A 'people person' able to work collaboratively with others.
- Ability to manage multiple priorities.
- Relationship management- internal and external.
- Knowledge of Tikanga Māori

- Effective team building and facilitation skills.
- Interpersonal and relationship building skills.
- Lesson planning, planning learning outcomes and assessing learning outcomes.
- Previous experience in working in a library or similar institution with an information service focus, teaching or coaching adults in an informal setting and project team skills, preferred

### KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Relevant programmes and events are planned and delivered to meet the diverse needs of the community.
- Events are well planned and coordinated ensuring they are delivered in line with Hamilton City Libraries priorities and community interests.
- Coaching is provided to staff across the libraries to embrace diversity and develop the skills and knowledge required to provide an outstanding library service to all members of the community.
- Community outreach programmes and services are created.
- Deliver effective promotion and marketing of services, programmes and events.
- Displays, online promotion, marketing and communication of services, programmes and events.
- Prefer some experience in Makerspace technology such as 3D design and printing, laser cutting, vertical reality, art, sewing and design.
- Working with the community is primary in the planning and design of services, programmes and events.
- Effective relationships are developed and maintained with other providers in the community.
- Build and maintain effective relationships with key stakeholders.

### HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.