Collections Assistant

Neighbourhood Hubs & Library Services, Neighbourhoods & Communities

Reports to: Collection Services Manager

Location: War Memorial Library (or other Lower Hutt sites as required)

Date: May 2025

Purpose of the role:

The purpose of this position is to provide easy to use and timely physical access to all collections for our customers.

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*
We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*
We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*
We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau
Work as One Council

He Tātai Muka
People & Performance Focus

He Rangi tā Matawhānui
Open & Adaptable

Te Ringa Tōhau Nui
Business sense

Kāpuia Te Kākaho
Customer & Community Focus

Te Pae Tawhiti
Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at **careers.huttcity.govt.nz/home**

The level of capability required for this role is:

☒ Foundational ☐ Intermediate ☐ Advanced

About the role

Acquisitions	• Place and receipt orders for materials not supplied by outsourcing provider, • Accession content and media not supplied by main outsourcing provider, • Periodicals - manage issue receipts and subscription deliveries, • Co-ordinate delivery dockets for direct-to-site deliveries from outsourcing provider to match invoices for payment.
Materials processing	• Quality control of pre-processed material supplied by outsourcing provider, • Processing of new materials not supplied by outsourcing provider, ready for circulation • Distribution of new materials not supplied by outsourcing provider to appropriate sites.
Procurement	• Process invoices for payment • Processing subscription renewals • Create annual purchase orders and ad hoc EPOs • Purchase collections specific stationery and supplies including RFID tags, stickers, archival materials and mending materials.
Shelving inventory management	• Manage the shelving inventory in offsite storage • Manage movements of shelving between off-site storage and neighbourhood hubs • Assist neighbourhood hubs as required with changes to shelving.
Heritage Collections support	• Assist the Heritage Specialist to deliver on the Heritage workplan including: accessions, processing, indexing, digitisation and content creation. • Coordinate the retrieval and return of archival material in offsite storage
Cataloguing and indexing	• Assist the Cataloguing and Technical Services Librarian with cataloguing and indexing

General	• Any other tasks and responsibilities that may be required to deliver the Collection Team's function, recognising our One Team approach.
Leadership of Self	Seek to understand how your work contributes to our organisational priorities. Role model Council's culture, values and core capabilities. Proactively look for ways to support our people to be and do their best. Take a 'one council' approach to teamwork. Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context. Demonstrate and promote the use of reo Māori and other languages and customs in all that you do.
Planning	Understand and contribute to team short term and long-term strategies and plans.
Customer experience	Contribute towards providing positive internal and external customer experiences.
Stakeholder engagement	Build and develop effective relationships, proactively engaging with others in a positive manner.
Navigating change	Be open to changes in the way we work, the tools we use, the way we structure ourselves and the mahi we do in order to continue to meet Council and Community needs. Ask questions and participate positively during times of change, supporting others to do the same.
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement. Champion new and innovative ways of thinking. Identify, recommend and aid in the implementation of improvements to existing systems and procedures.
Financial acumen	Protect council's reputation by following policies and making good choices on how to use council owned equipment, vehicles and office supplies.
Risk management	Identify risks and hazards and escalate appropriately.

Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role ie: floods, slips and other weather or natural event preparedness.
Health, safety and wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement. Participate in wellbeing activities. Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely. You are familiar with our H&S Manuals, Policies and Process and agree to abide by them.

About you

Essential	At least 2 years' experience working in libraries and/or experience library technical services, especially physical processing, accounts payable, serials. Relationship management experience. Team player. Strong excel skills. Adapts readily to change and committed to making a positive difference and continuous improvement. Experience and competence using a library management system, preferably Spydus. Experience in training staff on processing practicalities. Demonstrable ability to comprehensively identify and explain issues and work constructively to their resolution.
Desired	A library qualification. Formal training or qualifications in customer service, IT skills, office administration areas. Copy cataloguing experience.

Key relationships and delegations

Number of people reporting you	Nil

Total number of people within your delegation	Nil
Operating budget	Nil
Capital budget	Nil
Core partnerships	**Internal:** Collections Services Manager, Collections team, Hutt City Libraries colleagues, wider council staff. **External:** External suppliers, SMART library staff.

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.