

Librarian

Job Description

Date	April 2025
Location / Team	Wellington/Infofind, RNZ Library
Reporting to	Infofind Team Leader
Direct Reports or Functional Relationships (if needed)	n/a
Role Type	Fixed-Term, Part-Time (15 Hours per week/2 Days)

Te Tūranga - About the Role

To assist in delivering an efficient, current and accurate news and information reference service and to handle client requests efficiently and speedily.

Te Mahi - About the job

- To deliver up-to-date and accurate research and background information to the clients of Infofind.
- Assist with collection, and catalogue management
- To keep informed of new technology and practices in the information industry
- Collaborate and maintain effective liaison with other parts of RNZ
- Other tasks and assignments as may be required from time to time.

Health and Safety

- Take responsibility for own health and safety and that of others
- Participate in any safety meetings etc as required by RNZ
- Comply with the Health & Safety policies and guidelines and complete responsibilities relating to the Health & Safety plan

Organisational

- Be aware of and adhere to RNZ's Editorial Policy standards
- Observe statutory requirements and RNZ policies and frameworks
- Actively participate in and contribute to the development and achievement of own performance targets and the review of work priorities to achieve the organisation's goals and objectives

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none">• Tertiary qualification in Library & Information Studies• Practical Library Experience
Knowledge & Experience	<ul style="list-style-type: none">• Experience in database searching and providing a full on, urgent reference service• Knowledge of library routines• A wide general knowledge and keen interest in current affairs• Liberty or equivalent library database experience
Skills	

	<ul style="list-style-type: none"> • Good team skills. • Good communication skills with a clear and accurate telephone manner. • Exceptional technology and searching skills • Effective networking with cultural and other community groups
Personal Attributes	<ul style="list-style-type: none"> • Able to work well under pressure and meet demanding deadlines. • Able to prioritise client requests and other work requirements • Collaborative team player. • Recognises the value of cultural and community diversity • Quickly adapts to the need for change, is flexible in approach.

Te Arurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.