

Your Position

Your job	Library Assistant – Saturday Kaiāwhina Whare Pukapuka
Your group	Community & Partnerships
Your team	Libraries
Your manager	Library Supervisor (Saturday)
Your base	Council premises within Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services

Library's purpose

Porirua City Libraries' purpose is to:

- provide a range of library services, collections, and spaces to the residents of Porirua City that support the community in relation to literacy, knowledge, information, research and study, recreation, and leisure activities

Your purpose

The Library Assistant's role is to:

- assist in the delivery of library services to the users of Porirua Libraries.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Tourism industry• Ngāti Toa Rangatira• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation.

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Issue and return all items as per set procedures; • Respond to basic enquiries and escalate complex enquiries as needed; • Process all reservation enquiries as per set procedures; • Process cash receipting to council standards; • Process membership enquiries and applications in accordance with set procedures; • Respond to photocopying requests promptly; • Assist with technology-related enquiries and public computer usage; • Assist in set up and close down of Library at beginning and end of day; • Participate in Civil Defence planning and training; • Any other duties assigned by the Saturday Supervisor.
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain positive working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.
Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event

Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • The ability to function as a member of a team; • The ability to serve members of the public in a high-pressure environment; • The ability to carry out the physical duties of the role • Understanding and commitment to health and safety in the workplace; • Understanding and commitment to diverse workplaces; • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
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Last updated June 2025



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.