Adviser Library Development and Delivery

ROLE TITLE	Adviser Library Development and Delivery
SECTION/DIVISION:	University Library, Academic Division
REPORTS TO:	Associate University Librarian Māori and Strategic Development
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil
PRIMARY PURPOSE OF THE ROLE:	Provide expert advice and guidance on the planning, coordination, and delivery of library-wide programmes and projects, ensuring alignment with University and Library priorities, including Māori strategic frameworks such as Pae Tata. Support leadership and staff to achieve high-quality outcomes through guidance on standards, risk management, and capability development, fostering continuous improvement and innovation across the Library.

ACCOUNTABILITIES:

Programme Alignment and Advisory

- Ensure programmes and projects align with University and Library strategic plans, including Pae Tata and the Māori Strategic Framework.
- Provide advice to the Executive Leadership Team on project proposals, priorities, progress, and risks to support informed decision-making.
- Maintain and oversee the Library Programme Plan and Project Register, including risk and escalation pathways.
  Coordinate strategic development initiatives across Library services, ensuring integration of project and programme objectives.

Programme and Project Management

- Maintain and promote the Library's Project Planning Framework and standards to support consistent project delivery.
- Manage the Project Documentation Repository, ensuring accessibility, compliance, and quality of project records.
- Monitor project pipelines, dependencies, and change control processes to embed risk awareness and business continuity.
- Report regularly to ELT on project status, risks, and outcomes, ensuring visibility of programme delivery performance.
  Foster continuous improvement and innovation in project management methodologies and practices across the library.

Capability Building and Staff Development

- Deliver project management training, mentoring, and resources to library staff to build organisational capability.
- Plan and coordinate induction programmes for new staff to build capability and cultural competency.
- Support strategic initiatives that strengthen leadership, change leadership, and professional development aligned with Te Tōtara Capability Framework.

Operational Coordination and Communication

- Lead internal communications for programmes and projects, including management of the Library Hub.
- Provide consistent programme-level updates and messaging across the Library.
- Support managers in maintaining up-to-date job descriptions relevant to project delivery.

Other Duties
- Undertake other duties reasonably assigned, aligned with the role's focus on programme/project planning and delivery.

KEY RELATIONSHIPS:	Internal Executive Leadership Team (ELT) Library Managers and Team Leaders Library Staff across all campuses Capability and Learning & Development Teams External University-wide strategic planning and project teams Peers in library and higher education sectors (nationally and internationally) Project management professional bodies and networks Suppliers Peers in other Universities in New Zealand and Australia
QUALIFICATIONS AND EXPERIENCE:	Essential Tertiary level qualification or recognised equivalent body of knowledge appropriate to the role. Proven experience in project coordination or advisory roles, including business analysis, process evaluation, and recommendation of improvements. Demonstrated knowledge of Māori frameworks, including Pae Tata and Māori Strategic Frameworks. Experience collaborating with senior leadership teams and diverse stakeholders to achieve joint objectives. Preferred Formal project management certification (e.g., PRINCE2, PMP). Experience delivering training and capability-building programmes. Familiarity with Te Tōtara Capability Framework or equivalent professional development frameworks. Strong background in strategic planning and programme management.
TECHNICAL SKILLS AND KNOWLEDGE:	Essential Excellent observational, analytical, and problem-solving skills to evaluate processes, identify issues, and support project delivery. Strong interviewing, listening, and stakeholder engagement skills. Exceptional communication, interpersonal, and negotiation skills. Effective time management to meet deadlines amid competing priorities. Proven ability to work collaboratively to achieve joint goals. Preferred Proficiency in project and document management software. Skills in planning, reporting, risk management, and change control. Ability to interpret and align work with Māori and University strategic frameworks.
SPECIAL REQUIREMENTS:	At the University, we are required to be compliant with the Public Records Act 2005 and Privacy Act 2020. Staff are expected to participate in available training to understand these requirements and effectively manage information accordingly.
DIRECT BUDGET ACCOUNTABILITY:	Nil

MĀORI STRATEGIC FRAMEWORK:	Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.
PACIFIC STRATEGIC FRAMEWORK:	Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.
HEALTH AND SAFETY:	Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks, and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors, and other staff.
SUSTAINABILITY:	Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

CAPABILITY FRAMEWORK:

Capability Group	Capability Name	Level
ENGAGE	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
ENABLE	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
PERSONAL ATTRIBUTES	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
LANGUAGE AND CULTURE	Te Reo	Intermediate
	Tikanga Māori	Intermediate

CAPABILITY FRAMEWORK DESCRIPTORS
Adviser Library Development and Delivery

ENGAGE

Communicate Effectively	Commit to Customer Service	Work Collaboratively	Influence and Negotiate
Communicate clearly, actively listen to others, and respond with respect	*Provide customer centric services in-line with the University's and organisational objectives*	*Collaborate with others and value their contribution*	*Gain consensus and commitment from others and resolve issues and conflicts*
ADEPT	ADEPT	INTERMEDIATE	INTERMEDIATE
Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Actively listen to others and clarify own understanding. Create opportunities for others to be heard Write fluently in a range of styles and formats. Prepare written material that is well structured and easy to follow by the intended audience	Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to connect and co-operate with internal and external parties to improve outcomes for customers Maintain good relationships with key customers in area of expertise	Build a supportive and co-operative team environment Share information and learning across teams. Support others in challenging work situations Acknowledge outcomes which were achieved by effective collaboration Engage other teams or work units to share information and solve issues and problems jointly	Utilise facts, knowledge and experience to support recommendations Work towards positive and mutually satisfactory outcomes Identify and resolve issues in discussion with other staff and stakeholders Identify others' concerns and expectations Keep discussion focused on the key issues

ENABLE

Deliver Results	Plan and Prioritise	Think and Solve Problems	Demonstrate Accountability
Achieve results through efficient use of resources and a commitment to quality outcomes	*Plan to achieve priority outcomes and respond flexibly to changing circumstances*	*Think, analyse and consider the broader context to develop practical solutions*	*Be responsible for own actions, adhere to legislation and policy and proactively address risk*
ADEPT	INTERMEDIATE	ADEPT	INTERMEDIATE
Take responsibility for delivering on intended outcomes. Use own expertise and seek others' expertise to achieve work outcomes Ensure team/work unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new organisational needs. Ensure financial implications of changed priorities are explicit and budgeted	Understand the team/work unit objectives and align operational activities accordingly Initiate and develop goals and team plans and use feedback to inform future planning Respond proactively and with initiative to changing circumstances and adjust plans and schedules when necessary Ensure current work plans and activities are consistent with organisational change initiatives	Research and analyse information, identify interrelationships and make relevant evidence based recommendations Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/work unit initiatives to resolve common issues or barriers to effectiveness Identify and share organisational process improvements to enhance effectiveness	Take responsibility for own actions and be accountable for the outcomes of others Understand delegations and act within authority levels Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly

PERSONAL ATTRIBUTES

Display Resilience and Courage	Act with Integrity	Manage Self	Value Diversity
Be open and honest, prepared to express your views, and willing to accept and commit to change	*Be ethical and professional and act in keeping with the University's values*	*Show drive and motivation, a measured approach, and a commitment to learning*	*Show respect for diverse backgrounds, experience, and perspectives*
INTERMEDIATE	INTERMEDIATE	INTERMEDIATE	INTERMEDIATE
Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues in an appropriate manner Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations	Represent the organisation in an honest, ethical and professional way and support a culture of integrity and professionalism Understand and follow legislation, rules, policies, guidelines and codes of conduct and help others to understand their obligations for compliance Recognise and report misconduct and inappropriate behaviour	Be willing to develop and apply new skills and adapt existing skills to new situations Show commitment to achieving work goals effectively Show awareness of own strengths and areas for growth and seek and respond positively to constructive feedback and guidance Demonstrate a motivated attitude to work activities and maintain own motivation when tasks become difficult	Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints Seek input from others who may have different perspectives and needs Adapt and respond positively in diverse environments

LANGUAGE AND CULTURE

Te Reo	Tikanga Māori
Develop understanding and use of te reo Māori (Māori language)	*Create knowledge and use of tikanga Māori (Māori cultural practices) in the workplace*
INTERMEDIATE	INTERMEDIATE
Demonstrate use of te reo Māori words and phrases in appropriate work place settings Has prepared and can communicate accurately own mihi if required in the work place context Take part in opportunities to practice and extend own language capability	Understand the University's Māori Strategic Framework and incorporate its principles appropriately in work place activities Demonstrate an appropriate workplace understanding and awareness of tikanga Māori Has knowledge of the Articles and Principles of Te Tiriti o Waitangi Take part in opportunities to extend own understanding and awareness of tikanga Māori and Te Tiriti o Waitangi