Library Resource Access Assistant

Kaupapa | Purpose

1. Ensure catalogue records are created and maintained to a high standard of description in accordance with professional standards in order to provide students with effective access to print and electronic resources.
2. The Collection Management Librarian is assisted with reporting on statistics and other collection management activities as required.
3. To promote independent information skills among library customers, sharing knowledge and developing the skills of customers.

Reports to: Library Manager

Team: Library

Location: Wintec City Campus

Remuneration: $$59,700 to $74,600 per annum (IEA remuneration band 3)

Date: November 2026

Ngā Hononga Mahi | Working relationships

Internal: Academic kaimahi, administration kaimahi, advisors/consultants

External: Ākonga, vendors

Resource delegations and responsibilities: [nil]

Financial: No

People: [nil]

Ngā mahi | Do

Classify, catalogue and process new items for the Library collections

- Records are created and maintained to a high standard of description in accordance with professional standards in order to provide effective access to resources

- Implement Library cataloguing procedures and work processes for both print and electronic resources
- Records on Te Puna accurately reflect Wintec's holdings
- Retrospective cataloguing maintenance projects are undertaken
- Liaise with providers of catalogue records to ensure that they reach the standard expected for our catalogue
- Changes in cataloguing standards are monitored and implemented so that the catalogue is up to date and relevant
- Cataloguing is completed accurately and timely to ensure students have access to the resources within specified timeframes

The information requests of Library users are addressed appropriately, and sufficient support is given in response to enquiries accountability

- Provide information in response to queries, and initial reference advice.
- Refer advanced information enquiries from users to the appropriate specialist Library staff
- Prompt, efficient, friendly desk service is provided
- Accurate, relevant information is supplied to customers
- Customers are shown how to find resources through discovery layer, catalogue, database and web searches
- Desk procedures are followed correctly and effectively. Some desks will be sole charge, depending on the time of day and weekends
- Interactions with customers align with Wintec values and demonstrate a strong customer service ethos

The Library and its collection are maintained in a tidy and user-friendly state and resources are located with ease

- Contribute to regular library collection assessment and auditing activities such as stocktakes, collating usage statistics, analysing data and preparing reports when necessary
- Assist with shelving, shelf reading, cleaning, and stock movement duties
- Process and inspect library stock on its return, identifying and mending items in need of repair and maintenance
- Monitor behaviour in the library and either address or escalate to another team member or security

Health, Safety and Wellbeing

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge;
- Significant hazards are eliminated, isolated and/or risk minimised;
- Staff in the area of responsibility are involved in the hazard management process;
- Relevant health and safety training is identified and completed for key staff and those with specific job/training requirements;

- Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities;
- Follows all Wintec's policies and procedures and legislative obligations;
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);
- Demonstrates an understanding of and commitment to Wintec mission, strategies, priorities and values;
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner;
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

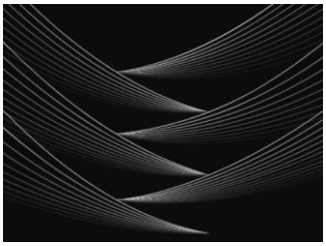
Equity. Through recognition, empowerment, and inclusion, we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

- 5-7 years' Library work experience
- Recent Library cataloguing and acquisitions experience
- Good knowledge of MARC and other library-related metadata standards and schema
- Experience in creating catalogue records with an integrated library system
- Digital literacy
- Experience working in a busy client-focused environment
- High level of accuracy and attention to detail
- Ability to work well both independently and in a team environment
- Able to exercise judgement in problem solving
- Highly developed interpersonal and relationship skills
- Ability to be innovative, to question the status quo and to adapt to changing circumstances.

Wintec Values



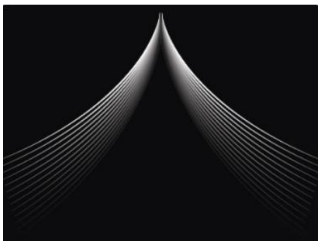
Manawa nui | We reach out and welcome in

We lead with aroha, act with humility, and create space for others to belong. Manawa nui reminds us to extend compassion, to uplift each other, and to hold firm in our values under pressure.



Manawa roa | We learn and achieve together

This is about persistence, patience, and progress. Manawa roa calls us to stick with challenges, grow through feedback, and support each other's learning journey — even when things get hard.



Manawa ora | We strengthen and grow the whole person

Manawa ora speaks to collective wellbeing. It's about restoring balance, nurturing mauri, and creating spaces where we can succeed. Physically, mentally, spiritually, and emotionally.