

Position Description



Waipapa
Taumata Rau
University
of Auckland

Position title Te Tūranga	Information Specialist
Department/School Tari/Kura	
Faculty/Division Kāpeka/Rōpū	Faculty of Arts and Education
Reports to (Title) Rīpoatatia ki	Kaiwhakahaere VINE Manager
Direct reports Ngā Rīpoata	None
Children's Worker (Children's Act 2014) Kaimahi Tamariki	Not applicable

THE UNIVERSITY OF AUCKLAND | WAIPAPA TAUMATA RAU AS AN EMPLOYER

Our Purpose | Tō Mātou Pūtake Nui

We create globally transformative impacts through our distinctive strengths in world-leading research, scholarship, teaching and collaborative partnerships, inspired by our unique position in Aotearoa New Zealand and the Asia-Pacific.

Our Values | Ō Mātou Uara

Our values are lived through our behaviours and actions, with strong and enduring commitments to open intellectual inquiry, collaboration, creativity, and equity and diversity.

RESPECT AND INTEGRITY

EXCELLENCE

SERVICE

Our Te Ao Māori Principles | Mātou Mātāpono I Te Ao Māori Mahi

Our fundamental principles reflect our foundational relationship with tangata whenua and our commitment to Te Tiriti o Waitangi.

MANAAKITANGA

Caring for those around us in the way we relate to each other.

WHANAUNGATANGA

Recognising the importance of kinship and lasting relationships.

KAITIAKITANGA

Valuing stewardship and guardianship and our relationship with the natural world.

Read more about our purpose, vision and values in [Taumata Teitei - Vision 2030 and Strategic Plan 2028](#)

ABOUT THE FACULTY or DIVISION | MŌ TE KĀPEKA, RŌPŪ RĀNEI

Vine – Violence information Aotearoa, is the national centre for family violence and sexual violence research and information. Vine (formerly the New Zealand Family Violence Clearinghouse) was launched in 2005 in association with Te Rito: New Zealand Family Violence Prevention Strategy. Te Rito was developed in 2002 as a plan of action to reduce and eliminate family violence in Aotearoa New Zealand.

Our guiding principles at Vine are:

Manaakitanga

Our mahi will be inclusive, value diversity, different voices and approaches, promoting tohungatanga – honouring creative capabilities of individuals and groups.

Whanaungatanga

We will connect and collaborate with others to build our knowledge and value the expertise of others, inclusive of communities lived experiences.

Whakamana

In all our mahi and relationships we will be humble, respectful and mana-enhancing. Our mahi will be ethical, uphold safety and do no harm.

Tika and Pono

Being accountable and acting in true, honest, genuine, and correct ways. We will be courageous.

Wairuatanga

We care for ourselves and others to ensure that our wairua is replenished. We celebrate success and support each other when things are difficult.

MAIN PURPOSE OF THE POSITION | PŪTAKE MATUA O TE TŪRANGA

This role is responsible for developing and managing Vine’s information services, including a physical repository of books and other resources, including audiovisual materials, ensuring the effective collection, organisation, and dissemination of research and resources related to family violence and sexual violence. It involves planning, stakeholder engagement, and maintaining accessible, high-quality information services and a physical lending collection to support professionals, policymakers, students and researchers.

WHAT YOU ARE EXPECTED TO DELIVER | NGĀ WHĀINGA O TE TŪRANGA

Operational Activities

Vine Library Collection

- In conjunction with the Vine Kaiwhakahaere, Digital Services and Academics develop a strategy to prioritise and promote, monitor, and evaluate Vine information services.
- Advise on budgetary requirements relating to collection development and information provision and external hosting and maintenance of Koha database.
- Keep statistics and other records on acquisitions and service delivery
- Keep up to date with information technology for delivering information service.
- Document all procedures and systems.
- Actively develop and maintain networking relationships with other information professionals working in related areas.

Information Request Service

- In conjunction with other members of the Vine team, respond to information requests from stakeholders within the family violence and sexual violence sectors, and others, ranging from quick reference to systematic literature searches.
- Aim to become a family violence and sexual violence subject specialist
- Respond empathetically to inquiries from victim-survivors and people who have used violence.
- Respond to enquiries and information requests in a timely manner

	<p>Information dissemination</p> <ul style="list-style-type: none"> • Design and disseminate a regular current awareness newsletter for practitioners/professionals • Maintain selected elements of the Knowledge Hub pages on the Vine website including Violence statistics, Frameworks and tools, Timeline and Support services directory, and other webpages as required • Develop subject bibliographies as required • Assist Vine team and researchers to publish other Vine website content such as issues papers and assist the team to mobilise research findings. • Promote Vine information services at selected conferences and other events. <p>Vine Information Collection</p> <ul style="list-style-type: none"> • Select and acquire new resources in a variety of formats, including physical, electronic and audiovisual. • In conjunction with other members of the Vine team, scan academic literature and media for materials of interest to the family violence and sexual violence sectors. <p>Subscribe to alerting services and sector newsletters to keep up to date with new materials, particularly academic literature complementing our media monitoring managed by other team members.</p>
<p>Develop & Maintain Accessible Information Retrieval System</p>	<p>Information Retrieval System</p> <ul style="list-style-type: none"> • Work with Catalyst (Koha hosting service), Digital Services and others to maintain a user friendly, accessible, web-based information retrieval system on open-source software • Catalogue and index all information resources using appropriate library standards including using Dewey classification for physical items and maintain these • Develop competency in using Ngā Upoko Tukutuku (Māori Subject Headings (MSH)) for all Koha records • Maintain agreed subject categories and index terms, including MSH, in consultation with other Vine staff • Work with team on website development and enhancements • Other duties as required
<p>Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> • Understand and acknowledge the principles of Te Tiriti o Waitangi and the associated requirements under the Education & Training Act 2020
<p>Equity Mana Taurite</p>	<ul style="list-style-type: none"> • Demonstrate equity behaviours and values aligned to Taumata Teitei - Vision 2030 and Strategic Plan 2028 in all your day-to-day interactions with the team, stakeholders and the University. • Understand the University’s requirements under the Education & Training Act 2020 to Māori, Pacific, women and other employee groups and give effect to the University’s equity-related policies (see www.equity.auckland.ac.nz).

KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES | NGA PŪKENGA MOTUHAKE

Requirements outlined below refer to the expectations of an appointee in the “target range” for this role. When recruiting, a candidate may be considered for appointment in the “developing range” if they meet some of the requirements, but not others. We are thus open to considering applicants who do not meet all of these requirements.

Qualifications Tohu mātauranga	Essential: <ul style="list-style-type: none">• A degree or equivalent tertiary qualification• Recognised library or information management qualification
Experience Ngā Wheako	Essential: <ul style="list-style-type: none">• Experience in maintaining and developing a specialised information collection• The ability to maintain an accessible web-based information service and retrieval system.
Skills and Knowledge Pūkenga me ngā Mōhiotanga	Essential: <ul style="list-style-type: none">• Systematic search skills, preferably with experience in the social sciences, health or tertiary education sectors• An awareness and understanding of biculturalism and the Treaty of Waitangi Preferred: <ul style="list-style-type: none">• A willingness to undertake ongoing learning opportunities and adapt to change.• A confident personality with the ability to relate to people from diverse backgrounds with a range of information needs• A desire to become an integral member of a small team

KEY RELATIONSHIPS | NGĀ WHANAUNGATANGA MATUA

Internal: <ul style="list-style-type: none">• Vine team members• Vine Advisory Group members• Academics within the Public Policy Institute• Academic Researchers• The University of Auckland library staff	External: <ul style="list-style-type: none">• Catalyst (Koha hosting service)• Project related stakeholders including The Centre for Family Violence and Sexual Violence Prevention• Collaborative and integrated partnerships across the family violence and sexual violence sectors among NGO providers, government agencies, tangata whenua• Information professionals working in the health and social sciences related sectors
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DELEGATED AUTHORITY | TUKU MANA

Human Resources

No formal responsibility for staff.

SUSTAINABILITY AND ENVIRONMENT | TE TOITŪTANGA ME TE TAIAO

Staff must accept responsibility for and contribute towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the ongoing improvement of our environmental performance, as identified in our policy and Taumata Teitei – Vision 2030 and Strategic Plan 2028.

This includes:

- Undertaking professional activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions.
- Considering and applying the Principles in the University's Sustainability Policy within the context of this position description and encouraging others to do the same.
- Building on existing activities and applying a continuous improvement approach to identify, initiate and participate in new ones.

HEALTH AND SAFETY | HAUORA ME TE HAUMARU

All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.

Staff will:

- Ask for assistance if they are unsure what to do.
- Make themselves aware of and follow the contents of the University's Health and Safety Policy, standards and guidelines.
- Undertake all health and safety training and induction, as required.
- Report any unsafe or unhealthy working conditions or any faults in equipment to the Academic Heads or Directors of Service (or their delegated nominee).
- Ensure that all appropriate personal protective equipment is worn or used as required.
- Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others.

FINANCIAL RESPONSIBILITY | PŪTEA HAEPAPA MATUA

Budget Expenditure

- No authority to commit to expenditure.

Purchase Orders

- No authority to approve or issue purchase orders.

Purchase Card (P-Card)

- No authority to use a Purchase Card (P-Card).

Correspondence

- No authority to sign external correspondence.