

## CATALOGUING MANAGER - OPERATIONS

<b>DEPARTMENT:</b>	Cataloguing
<b>REPORTS TO:</b>	General Manager
<b>KEY RELATIONSHIPS:</b>	Management Team Warehouse Team Processing Team Libraries
<b>SUPERVISION OF OTHERS:</b>	Cataloguers
<b>VISION &amp; VALUES:</b>	<p><b>Integrity (Tautoko)</b> Champion the importance of all books, literacy and information to all New Zealanders by advocating the role of libraries and schools and promoting inclusivity and diversity in the resources we provide.</p> <p><b>Collaboration (Mahitahi)</b> Embrace partnerships and foster open communication to ensure we find innovative solutions that respond to the changing needs of our colleagues and customers.</p> <p><b>Community (Whanaungatanga)</b> Foster meaningful relationships with colleagues and customers to ensure exceptional service to libraries, schools and community organisations.</p> <p><b>Sustainability (Kaitiakitanga)</b> Prioritise sustainability with eco friendly approaches that foster our interconnectedness with the environment.</p>
<b>PURPOSE OF POSITION:</b>	To manage the cataloguing team, overseeing daily work streams to deliver excellent service to all clients in accordance with their specifications.
<b>SUCCESS IS MEASURED BY:</b>	The cataloguing team are engaged and productive and all books are catalogued efficiently, on time and within budget.
<b>KEY PERFORMANCE AREAS</b>	
<b>DUTIES &amp; RESPONSIBILITIES</b>	<b>EXPECTED OUTCOMES</b>
Oversee Cataloguing Team	<ul style="list-style-type: none"> <li>• Optimise team and resource utilisation to ensure efficient work practices</li> <li>• Manage the daily workflow of the cataloguing team</li> <li>• Coordinate with team trainer as necessary</li> <li>• Maintain consistent and effective communication to facilitate the movement of work between warehouse, processing, and cataloguing departments</li> <li>• Lead and support the cataloguing team</li> </ul>

	<ul style="list-style-type: none"> <li>● Process and approve timesheets and leave requests for payroll</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>● Ensure adherence to Workplace Health &amp; Safety Policies (WHS) and procedures at all times</li> <li>● Identify and eliminate or minimize workplace hazards</li> <li>● Be aware of and follow emergency procedures</li> <li>● Report accidents, injuries, near misses and hazards</li> <li>● Workload issues are reviewed and prioritised</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>● Perform other reasonable duties that may be requested from time to time.</li> <li>● Be proficient with all job-related policies and procedures and be able to perform them daily.</li> <li>● Work pleasantly, respectfully, and professionally with workmates, management, and clients.</li> <li>● Work productively as an individual and as part of a team</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE</b>	
<b>ESSENTIAL</b>	<b>GOOD TO HAVE</b>
<ul style="list-style-type: none"> <li>● Substantial experience as a cataloguer</li> <li>● A relevant library qualification or equivalent</li> <li>● Experience managing a team</li> </ul>	<ul style="list-style-type: none"> <li>● Experience in customer related role is advantageous</li> </ul>
<b>KEY BEHAVIOURS</b>	

- Resilience and adaptable to change
- Customer focused, strives for excellence in service delivery
- Effective people management skills and the ability to mentor and coach others
- Ability to communicate effectively and appropriately, adapting style as appropriate
- Sound judgement and high standards of integrity
- Self motivated and pragmatic
- Strong focus on achieving results for the company within a people friendly culture
- Thinks strategically, is logical and drives outcomes according to plans

*I have read and understand this job description and I accept that all future performance appraisals will be based on this Job Description.*

*Employee Name .....*

*Employee Signature: .....*

*Date .....*