



TaurangaCity

Job description

Title	Innovation Specialist
Number	[Position number]
Group	Community Services
Division	Libraries
Reports to	Team Leader: Programmes
Direct reports	N/A
Date	17/10/2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to empower, enrich, and elevate Tauranga Moana by cultivating a space for experimentation, technical learning and creativity. This will be achieved by designing and facilitating the delivery of programmes and events that will increase access, to and capability with, creative technologies, along with facilitating a self-paced, self-service space for DIY creation. Our Innovation Specialists will encourage hands-on learning in an exploratory, innovative and interdisciplinary environment. They will be passionate builders themselves whose enthusiasm, curiosity and desire to explore new technologies is contagious.

Key outcomes

Develop, deliver and facilitate a robust offering within the innovation space	<ul style="list-style-type: none">• Develop and deliver a diverse range of creative technology programmes and events for the community, creating a welcoming and inclusive space for people of all technological skill levels.• Develop systems, protocols and training resources to allow community members to access creative technologies in a self-paced, self-service environment.
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	<ul style="list-style-type: none"> • Convey in easy to understand terms the use of a variety of machinery and software, including laser cutter, vacuum formers, vinyl printer/cutter, 3D printers, sewing machines, various robots, 3D scanners, lightburn, blender, fusion 360, tinkercad, and other relevant software programmes to members of the public and staff. • Proactively evaluate programme design, delivery and equipment access systems. • Produce effective resources to enable skill-building and increased independence and confidence with creative technologies. • Prepare and manage health and safety processes and plans to ensure the safe delivery of programmes and events along with safe self-service use of all machinery and technology. • Actively manage patron behaviours in the innovation space to ensure a safe and welcoming environment. • Maintain knowledge of national and international technology and library sector developments and research to bring innovative programming community members. • Contribute to insight, evaluation and accountability reports.
Actively maintain all equipment, machinery, and inventory	<ul style="list-style-type: none"> • Maintain all innovation space equipment to ensure that it is functional and safe, developing a scheduled preventative maintenance plan and emergency maintenance procedures. • Develop safe use and maintenance SOPs for all innovation space equipment. • Actively manage all resource/inventory stock levels. • Update all software and equipment with relevant patches and updates. • Manage and maintain the discovery lending collection • Content creation for children's interactive screen using subscribed software • Advise on new technologies and equipment, as relevant to the innovation space, upholding a working knowledge of what equipment and tools are most useful and necessary in a creative making environment. • Maintain vendor and supplier relationships especially in regard to specialist/professional maintenance service requirements and service contracts.

<p>Professional relationships are developed and maintained to achieve library outcomes and partnership opportunities are explored.</p>	<ul style="list-style-type: none"> • Develop, support and facilitate partnership arrangements with NGOs, local government, the education and learning sector, and the community and volunteer sector. • Collaborate with colleagues and the community to establish creative technology priorities for library programming. • Collaborate with the wider Programmes team to develop targeted programming for a variety of age groups. • Contribute to and assist with management-led projects and initiatives as required, particularly those to improve services to the community. • Attend and proactively contribute to Library Programmes Team meetings, training and planning workshops. • Contribute to the reporting of community and library programme success via established TCC communication protocols and channels. • Contribute to the development and delivery of the business plan and budgets for library programmes and events advocating for communities' desired outcomes and objectives.
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The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • Relevant Tertiary Qualification eg. Bachelor of Science, Education, Library Studies, Computer Science, Arts or equivalent experience. • Excellent demonstrated digital literacy skills across multiple platforms and technologies. • Awareness of Te reo me ōna tikanga Māori. • Ability to relay technical information to customers in a manner that is easily understood. • Confident, professional and adaptive communication skills. • Experience developing and leveraging external stakeholder relationships. • Current Full Drivers License.

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Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections