



TaurangaCity

Job description

Title	Digital Capability Advisor
Number	101227
Group	Regulatory & Community Services
Division	Community Hubs, Arts, Heritage & Events
Reports to	Team Leader: Library Services
Direct reports	N/A
Date	20/12/2023

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 lead the development and utilisation of digital solutions at the TCC's libraries. The Digital Capability Advisor will work with organisational team members to develop and enhance library digital products and act as an advocate and knowledgeable advisor with Digital Services team, community partners and product vendors.

Key outcomes

Stakeholders are collaborated with to plan, manage and develop digital solutions.	• Digital solutions in the library are aligned to the organisation's strategic vision and product roadmap. • Supplier and internal TCC relationships are developed to improve digital delivery of library services. • Develop, support and facilitate partnership and collaboration arrangements with central and local government, the education sector, private sector organisation and suppliers, and the community sector, to improve the quality and delivery of library services.
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WHANAKE TE TAI

Digital Services at TCC Libraries are constantly evolving to meet the changing needs of the community.	• Contribute innovative ideas for enhancing the library's capability or services from a virtual and digital services perspective. • Support the library management team and colleagues to identify, develop and implement digital solutions to improve the design and/or delivery of library services, across collections, access, programmes, events and service delivery with an emphasis on innovation and improvement. • Provide expert advice on the direction of the library service through active participation in the library management team. • Contribute to the activity plan and long-term planning for the Libraries activity.
Digital solutions are delivered, managed and maintained.	• Digital Services and Communications team are communicated with to ensure continuous effective operation of library hardware, software, systems and website. • Project management of services are provided when required for delivery of a solution. • Library staff and users are educated to use the features of digital solutions. • Guidelines and procedures ensure compliance with privacy and other regulatory requirements. • Software and technological trends are investigated to anticipate opportunities for digital innovation in library community hubs.

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
• A tertiary qualification in Information technology, Library and Information or a related discipline. • 5-10 years experience in the design and delivery of digital solutions

- Proven ability to build strong relationships with stakeholder across the organization and also externally.

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WHANAKE TE TAI

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