

## POSITION DESCRIPTION

Tūranga | Position title: Kaitiaki Whare Pukapuka Rangahau Matua | Senior Research Librarian

Reports to: Research and Library Services Manager

Group: Legal Operations, Strategy and Corporate Group

Document Date: August 2025

### Te Tari Ture o te Karauna | Crown Law Overview

Crown Law's purpose is to serve New Zealand by supporting the Government to operate lawfully.

Crown Law's functions are:

- Supporting the Law Officers of the Crown
- Leading the government legal profession
- Overseeing public prosecutions
- Providing legal services to Government

Crown Law provides legal advice and representation services to the Government in matters affecting the executive government. The services Crown Law provides include matters covering judicial review of government actions, constitutional questions including Te Tiriti o Waitangi/Treaty of Waitangi issues, the enforcement of criminal law, and the protection of revenue. Crown Law also administers the prosecution process in the criminal justice system, in particular, Crown prosecutions.

### A Tātou Tikanga Mahi | Our Crown Law Values

Crown Law team members strive to demonstrate the following Crown Law Values in our interactions with each other, our clients and in all we do.

- We look after the **mana** of other people
- We value our **differences**
- We **care** about each other
- We recognise our **impact** on others
- We take **pride** in all we do

We strive to incorporate and reflect te reo Māori and tikanga in the workplace. Crown Law is also committed to flexibility and provides a range of flexible working arrangements that allow our team members to work in ways that allow them and the organisation to perform at their best.

## Kōrero Whakataki mō ngā Ratonga Tūmatanui | Public Service Introduction

Mahi tōpū ai ngā Kaimahi Tūmatanui e whai tikanga ai te noho a ngā tāngata o Aotearoa. Hei tā te Public Service Act ko te pūtake o ngā Kaimahi Kāwanatanga, ko te tautoko i te kāwanatanga whai ture me te kāwanatanga manapori; ko te āwhina i te Kāwanatanga o te wā nei me ō anamata ki te whakawhanake, ki te whakatinana hoki i ā rātou kaupapa here; ko te tuku i ngā ratonga tūmatanui e nui ana te kōunga, e nahanaha ana anō hoki; ko te tautoko i te Kāwanatanga e tūroa ai te whai oranga o te marea; ko te huawaere i te whai wāhitanga o te kirirarau ki te ao tūmatanui me te whakatutuki i ngā mahi i runga i tā te ture i whakahau ai. E hiranga ana te wāhi ki a mātou ki te tautoko i te Karauna i ana hononga ki ngā iwi Māori i raro i te Tiriti o Waitangi. Ahakoa he nui ngā momo tūranga mahi, e tapatahi ana ngā kaimahi tūmatanui i roto i te whakaaro nui ki te hāpai i ngā hāpori, ka mutu, e arahina ana ā mātou mahi e ngā mātāpono matua me ngā uara o ngā Kaimahi Tūmatanui.

The Public Service works collectively to make a meaningful difference for New Zealanders. The Public Service Act states that the purpose of the Public Service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi and te Tiriti o Waitangi. Whilst there are many diverse roles, all public servants are unified by a spirit of service to the community and guided by the core principles and values of the Public Service in our work.

## Mō te Tūranga | About the Role

The Research and Library Services team provides authoritative and timely research services to the legal and corporate teams at Crown Law. As one of two **Senior Research Librarians** this position works with other team members to achieve these objectives. This new role has a particular responsibility for leading and the delivery of legal research.

## Ngā Haepapa Matua | Key Responsibilities

- Provide exceptional client services by delivering high-quality research using a comprehensive range of New Zealand and overseas legal, legislative and parliamentary resources;
- Management of a research request inbox/dashboard;
- Lead and deliver online current awareness services;
- Contribute to the development and updating of the library intranet;
- Contribute to the management of the digital, hardcopy and heritage collections;
- Project Management - planning, executing, and monitoring library projects, ensuring they are completed on time and to a high standard;
- Maintain knowledge of current and emerging technologies, including AI, and the implications for legal research.

### Health and Safety

- Comply with all reasonable instructions regarding wellbeing, health and safety policies and processes and also the Health and Safety at Work Act 2015.

- Take reasonable care to ensure that, in the performance of your employment, you do not undermine your own wellbeing, health and safety or that of any other person.
- Work in a safe and responsible manner, ensuring incidents, accidents, hazards or near misses are promptly reported.

#### **General**

- Any other reasonable requests by your manager.

### **Ngā Hononga Matua | Key Working Relationships**

#### **Internal**

- Work closely with all members of the Research and Library Services Team, Historical Researchers and Records;
- Work closely with Legal Counsel and Corporate and Strategy staff.

#### **External**

- Government & Judicial Libraries
- Parliamentary Library

### **Tohu, Pūkenga me Ngā Wheako | Qualifications, Skills and Experience**

The ideal candidate for our **Senior Research Librarian** will have:

- A degree and a postgraduate library qualification; or other relevant law qualification;
- At least 3 years' experience in a legal or a professional library;
- Experience at effectively managing a research request inbox/dashboard;
- Advanced New Zealand & International legal research knowledge;
- Expert knowledge of legal, parliamentary and legislative information sources;
- Experience in compiling complex legislative histories and literature reviews;
- Demonstrated ability to understand and apply research methodology to meet the information needs of library users;
- Experience in developing and updating content on Library intranets e.g. SharePoint;
- Familiarity with GeniePlus or a similar Library system;
- Strong oral and written skills;
- Strong planning, project management, delegation and organisational skills;
- A strong interest in keeping across new developments in library service delivery, knowledge management and emerging technologies;
- High levels of competence in utilising and assisting others to utilise information technology e.g. AI research tools or ability to rapidly develop those attributes;
- Wide general knowledge and a strong interest in global current events.

## Ōu Āhuatanga Ake | Personal Attributes

The **Senior Research Librarian** will enjoy and excel at:

- Being an effective team member;
- Building respect and trust, showing empathy with staff from all levels of the organisation;
- Demonstrating a good general knowledge of, and respect for, te reo Māori and tikanga, or a willingness to learn and apply;
- Displaying a professional and courteous approach;
- Demonstrating excellent time management skills;
- Displaying self-management and the ability to self-direct their own work;
- Identifying, analysing and solving problems, whilst seeking out opportunities for improvement.
- Demonstrating a can-do attitude;
- Stepping up and managing complex and challenging tasks;
- Prioritising workloads and negotiate satisfactory outcomes within set timeframes
- Displaying sound judgement and decision-making skills;

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