



'The dream is of an institution... which pulses with light and life and love... that [our churches] may adventure for Christ in the high places of that field which is the world.'

~ J.J. North (NZB Oct 1886, 153)

Job Description: Library Manager and Student Support Director

Reports to: Academic Director

Type: Permanent full-time

Weekly Hours: 37.5 hours

Payscale: Admin Level 4

CAREY'S VISION

Carey exists to form Christian leaders who, by the Spirit's power, will equip God's people for the work of ministry, and engage in God's mission of renewing this world.

KEY RESPONSIBILITIES

The Library Manager and Student Support Director provides strategic leadership for Carey's library, learning support, and student success services in alignment with Carey's strategic priorities. The role leads the development of high-quality library resources, academic skills support, information and digital literacy initiatives, and technology-enabled learning environments that enhance teaching, learning, research, and student engagement across the College.

KEY TASKS

1. Lead and mentor the Library and Student Support Team, managing workloads and performance in accordance with agreed goals/objectives.
2. Ensure library, learning support, and student success services are responsive to user needs, informed by evidence and emerging practice, and aligned with Carey's strategic objectives.
3. Develop and maintain policies and procedures which are relevant to the effective and efficient running of the library.

4. Prepare a budget in conjunction with the Executive Director, ensuring all expenditure is managed and monitored in accordance with the agreed budget.
5. Lead the development and stewardship of the library's theological and interdisciplinary collections, ensuring resources support curriculum delivery, research, lifelong learning, and emerging modes of study.
6. Monitor and co-ordinate procedures for ordering, cataloguing and processing of library materials to ensure efficiency and timeliness.
7. Maintain a retrospective cataloguing programme to provide access to specialist collections.
8. Oversee library systems, digital platforms, and information resources, identifying opportunities for innovation, service enhancement, and effective use of emerging technologies.
9. Lead the development of technology-enabled learning environments, digital resources, and student support systems that strengthen learning engagement and accessibility.
10. Lead the development and integration of academic skills, information literacy, research skills, and digital literacy initiatives across programmes in partnership with academic staff.
11. Use student engagement data, learner feedback, and service insights to identify opportunities for student support, academic success initiatives, and continuous service improvement.
12. Develop collaborative partnerships with academic staff, students, external libraries, and relevant tertiary sector networks to enhance services and support institutional goals.
13. Any other projects and duties as deemed appropriate by the Academic Director

REQUIRED COMPETENCIES AND/OR QUALIFICATIONS

- Master's qualification in Library and Information Studies (MLIS, MIS or equivalent).
- Eligibility for or current professional registration with LIANZA.
- At least five years' successful leadership experience in a library, tertiary education, or related learning-support environment.
- Strategic leadership and people management.
- Change leadership and service innovation.
- Strong relationship management and stakeholder engagement skills.
- Excellent written, verbal, and presentation communication skills.
- Experience in library management systems, digital resources, and educational technologies.
- Understanding of academic skills development, information literacy, and student success practices.

- Budget planning and resource management experience.
- Strong planning, organisational, and project management skills.
- Ability to analyse data and use evidence to inform decision-making and service improvement.
- Demonstrated commitment to equity, diversity, and inclusion.

DESIRABLE

- New Zealand Certificate in Adult and Tertiary Teaching (or equivalent teaching qualification).
- Experience in theological, higher education, or faith-based library environments.
- Experience designing or delivering information literacy, research skills, or academic skills programmes.
- Familiarity with learning management systems and learning analytics.

KEY ATTRIBUTES

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community
- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour