



**Te Tari Taiwhenua
Internal Affairs**

20 March 2019

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Sam A

Via email

fyi-request-9641-d9bfed6c@requests.fyi.org.nz

Dear Sam,

Your Official Information Act request OIA 18/19 – 0541

I write regarding your Official Information Act (the Act) request, which was received by the Department of Internal Affairs (the Department) on 21 February 2019.

You have requested:

Please provide the following information regarding staffing for the financial years from 2014/2015 to 2017/2018 for the National Library and, and as a separate set of information, for the Alexander Turnbull Library:

1. The number of permanent FTE positions 2. The number and job titles of permanent FTE positions left vacant for 6 months or more 3. The number of permanent FTE positions filled on a fixed-term basis for 6 months or more 4. The number and job titles of newly-established permanent FTE positions 5. The number and job titles of permanent FTE positions which have been disestablished

Response to your request

The information relevant to your request is attached as Appendix 1. Please note that throughout the response the National Library data includes the data for the Alexander Turnbull Library.

If you have any feedback or questions about the Department's response, please let us know at OIA@dia.govt.nz. You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

Yours sincerely

PP 

Lesa Kalapu

General Manager HR, Pūmanawa Tangata

1. The number of permanent FTE positions

	30-Jun-15	30-Jun-16	30-Jun-17	30-Jun-18
National Library	311.6	290.9	290.4	293.7
Alexander Turnbull Library	95.4	94.3	94.3	94.3

2. The number and job titles of permanent FTE positions left vacant for 6 months or more

The tables below provide the maximum number of full-time equivalent jobs that were vacant for six months or more throughout each of the 2014/15 to 2017/18 financial years in the National Library and Alexander Turnbull Library. The table provides the maximum number of vacancies, at any point in time in each financial year there may have been less than the number provided below.

National Library

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Administrator Ntl Progs Services to Schools			1	
Assistant Chief Librarian		1	1	
Assistant Curator Manuscripts	1	1		
Assistant Digital Archivist		1		
Assistant Team Leader Reading Services				1
Collection Delivery Librarian	1	1		
Collection Description Librarian	0.25	0.25	0.25	0.25
Collection Management Librarian	1			
Collections Description Librarian	1			
Conservator Audiovisual Media	0.2	0.2	0.2	0.2
Content Coordinator	1	1	1	1
Curator Music	1			
Curriculum Services Assistant	1.8	1.8		
Curriculum Services Librarian	4	4		
Digital Archivist		1		
Digital Collection Strategy Leader			1	1
Digital Collections Specialist		1	1	
Digital New Zealand Project Administrator	1	1		1
Digital Preservation Manager				1
Dvpmt Specialist School Library Futures	1	1		
Exhibitions and Display Designer	0.1	0.1	0.1	0.1
Facilitator National Capability		2		1
Heritage Programme Advisor			1	1
Imaging Services Leader		1	1	1
Kaiarahi				1
Kaiarahi/Venue Coordinator			1	
Learning and Collaborations Coordinator				1
Learning Facilitator		0.2	0.2	0.2
Librarian	1.1	1.1	1	2

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Library Assistant	0.5	1.5	0.2	3.3
Manager Collaborative Services				1
Manager Digital NZ System	1			
Manager Digitisation			1	1
Manager Te Puna		1		
National Mgr Service Deliv/Transformation	1	1		
National Mngr Reading Services for Schools				1
Online Content Srvs And Pdts Dev (Prof)			1	
Programme Adviser	5.8	6.8		
Programme Adviser Pasifika	1	1		
Programme Advisor		0.5		
Programme and Development Support Specialist				1
Public Lending Right for NZ Authors Coord	0.38			
Public Programmes Advisor	1	1	1	1
Public Programmes Manager				
Research Librarian Digital Materials				1
Research Librarian Family History			1	1
Research Librarian Music				1
Senior Advisor Professional Support				
Senior Collection Description Librarian	0.5			0.6
Senior Collection Development Librarian	1			
Senior Collection Management Librarian				
Senior Conservator Books and Paper				1
Senior Librarian	1.1		1.6	1
Senior Public Programmes Curator				
Service Delivery Leader Auckland				
Snr Specialist (School Library Development)			1	
Team Leader Ako And Manaakitanga				1
Team Leader Capability Services for Schools				1
Team Leader Collection Delivery				1
Team Leader Curriculum Services PN	0.5			
Team Leader Manaakitanga	1		1	

Alexander Turnbull Library

Alexander Turnbull Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Assistant Chief Librarian		1	1	
Assistant Curator Manuscripts	1			
Assistant Digital Archivist		1		
Conservator Audiovisual Media	0.2	0.2	0.2	0.2
Curator Music	1			
Digital Archivist		0		
Digital Collection Strategy Leader			1	1

Alexander Turnbull Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Heritage Programme Advisor			1	1
Imaging Services Leader		1	1	1
Librarian	1.1	1.1		1
Library Assistant			0.5	1
Research Librarian Digital Materials				1
Research Librarian Family History			1	1
Research Librarian Music				1
Senior Conservator Books and Paper				1

3. The number of permanent FTE positions filled on a fixed-term basis for 6 months or more

National Library

2014/15		2015/16		2016/17		2017/18	
FTE Job	FTE Person	FTE Job	FTE Person	FTE Job	FTE Person	FTE Job	FTE Person
7	7	9.6	8.5	13.1	12.85	1	.63

Alexander Turnbull Library

2014/15		2015/16		2016/17		2017/18	
FTE Job	FTE Person	FTE Job	FTE Person	FTE Job	FTE Person	FTE Job	FTE Person
5	5	1	1	4	4	1	0.63

4. The number and job titles of newly-established permanent FTE positions

The Department does not hold this information in a collectable form. The information the Department has available is a combination of the jobs which are newly-established and jobs which have changed. The Department is therefore refusing this part of your request under section 18(e) of the Act as the Department does not hold the information in a collectable form.

However, in the tables below the Department is providing you with the information on the jobs that are both newly-established and where changes have been made.

National Library

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Administration Assistant	2.5			
Administrator Ntl Progs Services to Schools	1			
Advisor Professional Support		1		
Assistant Team Leader Reading Services	1			

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Associate Chief Librarian Research Access		1		
Authority Record Coordinator			1	
Business Development and Operations Manager				1
Business Development Support Coordinator	1			
Centre Administrator	1			
Collaborative Services Administrator		1		
Collaborative Services Project Coord Admin			1	
Collection Description			1	
Collection Description Librarian	2	1	3	0.5
Collection Development Specialist	1			
Collection Management Librarian		4	3	
Collection Music Hire Assistant			1	
Conservation Coordinator Exhibitions			0.8	
Conservator Books/Paper			1	
Conservator Photographs			0.7	
Coordinator Music Access				1
Coordinator Web Archives	1			
Copying Coordinator			1	
Curator Oral History and Sound		1		
Curriculum Services Librarian	1			
Data Systems Specialist				1
Digital Archivist	1			
Digital Collections Specialist	1		1	
Digital Preservation Technical Specialist		1		
Digital Preservation Web Engineer			1	
DigitalNZ Content Analyst		1		
DigitalNZ Data Analyst		1		
Digitisation Advisor			2	1
Director Literacy and Learning				1
Executive Assistant	1			
Facilitator National Capability	8			
Facilitator Ntl Capability Priority Learner	3.5			
Field Conservator		1		
Foundation Manager			1	
Gallery and Exhibitions Specialist				1
General Assistant	3.95			
Heritage Advice Coordinator				1
Imaging Technician				2
Kaiarahi	3			1.2
Kotui Application Specialist				1
Learning and Collaborations Coordinator				1
Learning Facilitator	1.8			
Learning Programmes Specialist	1			

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Librarian	10	3.2	3.5	4.3
Library Assistant	16.5	2	0.5	1
Management Support Advisor		1		
Manager Digital NZ System	1			
Manager National Library Online	1			
Manager Strategy and Planning			1	
National Administration Coordinator	1			
National Librarian				1
National Manager Online Services for Schools	1			
National Mgr Capability Services for Schools	1			
National Mgr Reading Services for Schools	1			
New Media Specialist		1		
Online Content Coordinator				1
Online Content Coordinator and Editor		1		
Online Content Srvs & Pdts Developer (Curr)	1		1	
Online Content Srvs & Pdts Developer (Prof)	1		1	
Online Editor		1		
Online Research Services Leader				1
Operations Coordinator				3
Oral Historian Maori				1
Oral History Advisor				1
Outreach Services Leader				1
Postal Services Assistant	1			
Poutiaki Rauemi	1			
Principal Adv National Programmes & Strategy	1		1	
Principal Advisor				1
Print Disabilities Service Librarian				1
Programme Adviser Dunedin		0.5		
Programme Adviser		0.5		
Programme and Development Support Specialist		1		
Programme Coordinator			0.4	
Public Programmes Manager				0
Reading Room Services Leader				1
Reading Services Assistant	4.5			0.5
Reading Services Senior Assistant	1			
Research Librarian				4.38
Research Librarian Cartoons				1
Research Librarian Childrens Literature	0.5			
Research Librarian Digital Materials		1	2	
Research Librarian Manuscripts				1
Research Librarian Maori				1
Research Librarian Oral History				1
Research Librarian Pacific				1

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Research Librarian Pictorial				1
Retail Coordinator				0.2
Senior Advisor Planning and Development		1		
Senior Collection Description Librarian		1	0.6	1.5
Senior Collection Management Librarian		1	2	
Senior Conservator Audio Visual and Media	0.8			
Senior Digital Archivist	1			
Senior Engineer APNK and Kotui	1			1
Senior Imaging Technician				1
Senior Librarian		1	4	
Senior Specialist Developing Readers	1			
Senior Specialist Online Learning	1			
Senior Technical Support Analyst				1
Service Manager			2	
Service Manager National Library Online				1
Snr Specialist (School Library Development)	1			
Te Puna Specialist	2			
Team Leader Ako and Manaakitanga				1
Team Leader Capability Services for Schools	1			
Team Leader Online Services for Schools	1			
Team Leader Operations				1
Team Leader Reading Services for Schools	1			
User Experience Manager				1
Web Archivist	2			

Alexander Turnbull Library

Alexander Turnbull Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Administration Assistant	1			
Associate Chief Librarian Research Access		1		
Conservation Coordinator Exhibitions			0.8	
Conservator Books/Paper			1	
Conservator Photographs			0.7	
Coordinator Music Access				1
Coordinator Web Archives	1			
Copying Coordinator			1	
Curator Oral History and Sound		1		
Digital Archivist	1			
Field Conservator		1		
Heritage Advice Coordinator				1
Imaging Technician				2
Librarian		3.2		3.8

Alexander Turnbull Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Library Assistant	3.5	2	0.5	
Online Content Coordinator				1
Online Research Services Leader				1
Oral Historian Maori				1
Oral History Advisor				1
Outreach Services Leader				1
Reading Room Services Leader				1
Research Librarian				4.38
Research Librarian Cartoons				1
Research Librarian Childrens Literature	0.5			
Research Librarian Digital Materials		1	2	
Research Librarian Manuscripts				1
Research Librarian Maori				1
Research Librarian Oral History				1
Research Librarian Pacific				1
Research Librarian Pictorial				1
Senior Conservator Audio Visual and Media	0.8			
Senior Digital Archivist	1			
Senior Imaging Technician				1
Web Archivist	2			

5. The number and job titles of permanent FTE positions which have been disestablished

National Library

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Administration Assistant		2		
Administrator		1		
Advisor Professional Support				1
Assistant Digital Archivist		1		
Collaborative Services Administrator				1
Collaborative Services Project Administrator	1			
Collection Delivery Librarian			1	
Collection Description Librarian			2	1
Collection Management Librarian	0.5			
Collections Description Librarian	0.5			
Conservator Audiovisual Media			0.8	
Content Analyst	1			
Content Coordinator				1
Curriculum Services Librarian		0.63		
Curriculum Services Assistant		11.2		
Curriculum Services Librarian		20		

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Curriculum Services Senior Assistant		1		
Customer Support Consultant		2		
Delivery Support Analyst		1		
Development Specialist 21St Century Literacy		2		
Development Specialist Creating Readers		0.5		
Digital Archivist		1		
Digital Collections Specialist			1	
Director Literacy Learning Public Programmes				1
Dvpmt Specialist Creating Readers and Collns		1		
Dvpmt Specialist School Library Futures		1		
E Publications Librarian		1		
E Publications Librarian/Selector		2		
Exhibitions and Display Designer				0.1
General Assistant		1		1.2
Kaiarahi/Facilities Coordinator				1
Kaiarahi/Venue Coordinator				1
Learning Facilitator		0.6		
Learning Programmes Specialist				1
Librarian	1	1.1	4	
Library Assistant		0.6	0.5	
Management Support Advisor	1			
Manager Digital NZ Ststem		1		
Manager Planning and Development			1	
Manager Services to Public Libraries				1
Manager Strategy and Planning				1
Manager Te Puna		1		
Nat Practice Eval Coach Learning Future		0.5		
National Mgr Learning Futures and Dvpmt		1		
National Mgr Service Deliv/Transformation		1		
National Programme Development Coordinator		1		
New Media Specialist				1
Online Content Srvs & Pdts Developer (Curr)		1		
Online Content Srvs & Pdts Developer (Prof)			1	
Principal Adv National Programmes & Strategy		1		
Programme Adviser	1	12.8		
Programme Adviser Dunedin		0.5		
Programme Adviser Maori		2		
Programme Adviser Pasifika		1		
Programme Adviser School Library Collections		0.5		
Programme Advisor		0.5		
Programme Coordinator				0.4
Public Lending Right for NZ Authors Coord	0.375			
Public Programmes Advisor				1

National Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Public Programmes Manager				0
Senior Advisor Planning and Development				1
Senior Advisor Professional Support			0.4	1
Senior Collection Development Librarian		1		
Senior Engineer APNK and Kotui				1
Senior Librarian		1	4.6	0.5
Senior Public Programmes Advisor				1
Service Delivery Leader Auckland		1		
Service Delivery Leader Christchurch		1		
Service Delivery Leader Palmerston North		1		
Team Leader Apnk and Kotui Services				1
Team Leader Curriculum Services Auckland		1		
Team Leader Curriculum Services Christchurch		1		
Team Leader Curriculum Services PN		1		
Team Leader Manaakitanga				1
Technical Systems Specialist		1		
Web Editor	1			

Alexander Turnbull Library

Alexander Turnbull Library – Job title	Financial year			
	2014/15	2015/16	2016/17	2017/18
Assistant Digital Archivist	1			
Conservator Audiovisual Media		0.8		
Digital Archivist	1			
E Publications Librarian	1			
E Publications Librarian/Selector	2			
Librarian	1.1			