

VSA Assignment Description

Assignment Title	Digital Librarian
Country	Cook Islands
Location of Partner Organisation	Rarotonga
Partner Organisation	The University of South Pacific, Cook Islands campus
Duration	12 months (option to extend by mutual agreement)
Sustainable Development Goals	



41345

1. Partner organisation overview

The University of South Pacific

Established in 1968, the University of the South Pacific is one of only two universities of its type in the world. It is jointly owned by the governments of 12 member countries: Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

The USP Cook Islands Campus was officially established in 1975, and the current campus buildings were opened at Takamoa in 1979 and extended in 2012.

USP is an internationally acclaimed institution with a distinctly Pacific character that promotes academic excellence, innovation and research, responsible leadership, and community service. It prepares students for lifelong success, graduating degree holders with work-ready skills and confidence. A USP education is both academically rigorous and highly rewarding; its quality has been affirmed through international accreditation processes, making the USP degree “portable” and useful for those graduates who plan to travel overseas.

University of the South Pacific Vision:

Excellence in uniquely Pacific Learning and innovation for the sustainable development of Pacific Islands Peoples.

University of the South Pacific Mission:

- To provide Pacific people with a comprehensive range of excellent and relevant tertiary qualifications;
- To deliver the benefits of advanced research and its applications;
- To provide communities and countries in the Pacific region with relevant, cost effective and sustainable solutions, including entrepreneurship, to their main challenges; and
- To be an exemplar of tertiary education for the Pacific Islands in quality, governance, application of technology and collaboration with national tertiary institutions

University of the South Pacific Values:

- Commitment and loyalty of staff and students to the institution and the region;
- Highest standards of governance, leadership, academic freedom, integrity and transparency;
- Highest standards of creativity, innovation, teamwork and flexibility in the pursuit of excellence;
- Investments in staff, rewarding staff excellence, and empowerment of all USP teams;
- Respect for distinctiveness and diversity in our Pacific heritage and its development, preservation and dissemination;
- Commitment to regional cooperation and integration;
- Positive and inclusive learning and living environments for student excellence;



- Support for flexible learners in all locations for success in work, life and citizenship;
- Protection and nurturing of the environment;
- Strong relationships to guide engagement with national governments, Pacific communities, and development partners;
- Humility in performance, learn from others, value the trust given, and honour Pacific knowledge, contexts and aspirations

2. Assignment overview

The volunteer will provide much needed Digital Library support for the University of South Pacific, Cook Islands campus.

The role will focus on:

- Supporting the digitising of content from the USP Archives, Library and Museum, and external sources
- Supporting the preservation and organisation of these materials in a manner which supports ease of access

3. Goal/outcomes/outputs

Goal

Digital content from the University of South Pacific (USP) Archives, Library and Museum, and external sources, is preserved and organised in a manner which facilitates ease of access, supporting the success of Cook Islands students with data and information relevant to current research.

Outcome 1

Digitised content from the USP Library, Archive collections and Museum is appraised, sorted and preserved as required according to a process agreed with USP leadership.

Alongside the USP Librarian:

- Lead the development of a Collections Management System (including training and mentoring)
- Liaise with key agencies e.g. Cook Islands Library and Museum to facilitate the collection of information and data
- Develop a process and a standard for information appraisal that can be applied to decide whether records have enduring value, appraise content according to this standard and recommend if and how it should be preserved
- Facilitate the physical preservation of information
- Mentor a local counterpart for sustainable practices

Outcome 2

Cook Islands Centre for Research & Policy Studies staff, other USP staff as required, and USP students are trained in research and digital record systems.

Alongside relevant staff:

- Assess current skills levels amongst staff and students to utilise digital research and record systems
- Develop and deliver training workshops and one-on-one tutoring for staff and students, and provide ongoing mentoring as required
- Host Research Skills workshops for staff and students and facilitate students' access to data relevant to their research
- Co-ordinate and train Information Research Skills enhancing students research and data collection skills



Outcome 3

USP research facilities are developed to operate at the highest level of quality and comprehension.

Alongside relevant staff:

- Create a high quality and comprehensive Archives and Research Portal and Depository online including relevant publications or materials relating to the Cook Islands
- Support the development of platforms for archives and digital collection management in conjunction with USP Library
- Support the digitisation of all Cook Islands Māori language texts as well as theses, research papers, reports and relevant publications.
- Establish and maintain collaborative arrangements with other agencies for joint digitisation projects such as Te Ipukarea, the National Māori Language Revitalisation Institute and AUT University
- Support the writing and submitting of proposals for grants for the purpose of research and updating library book collection.

4. Reporting and working relationships and capacity building

The volunteer will report to, and be directly accountable to, the Campus Director, University of South Pacific, Cook Islands campus.

On a day to day basis the volunteer will work alongside the Digital Librarian/Curator.

The volunteer will work closely in a mentoring and training role alongside the employed Digital Librarian/Curator to ensure sustainability of the digital library. Working alongside other relevant organisations will also enable capacity building outside of USP through education on how best to curate their own resources. The students of USP Cook Islands Campus will also benefit through a VSA Digital Librarian through attending workshops on research skills and data collection methods ultimately developing student's research ability.

The volunteer and the University of South Pacific will have an ongoing relationship with the VSA programme manager in terms of assignment monitoring, reporting, professional advice and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Relevant experience within Library or information services
- Experience working in a research library, academic or other appropriate environment
- Strong knowledge and/or experience in Information Management
- Research support skills
- Strong knowledge of computers and digital library systems
- Thorough understanding of digital research and practice as well as leading digital research projects



Personal specification (personal)

Essential

- Analytical thinking and problem solving skills
- Planning and organisational skills
- Excellent written and oral skills
- Self-starter
- Commitment to quality
- Ability to work collaboratively, consult effectively and mentor and develop students and staff
- A working knowledge of Cook Islands Māori would be an advantage

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about the Cook Islands, see <https://vsa.org.nz/about-vsa/countryregion/cook-islands>

Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.



Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children, and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two year assignments, the volunteer will receive a rest and respite grant of NZ\$1,000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of NZD \$1,055

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.

