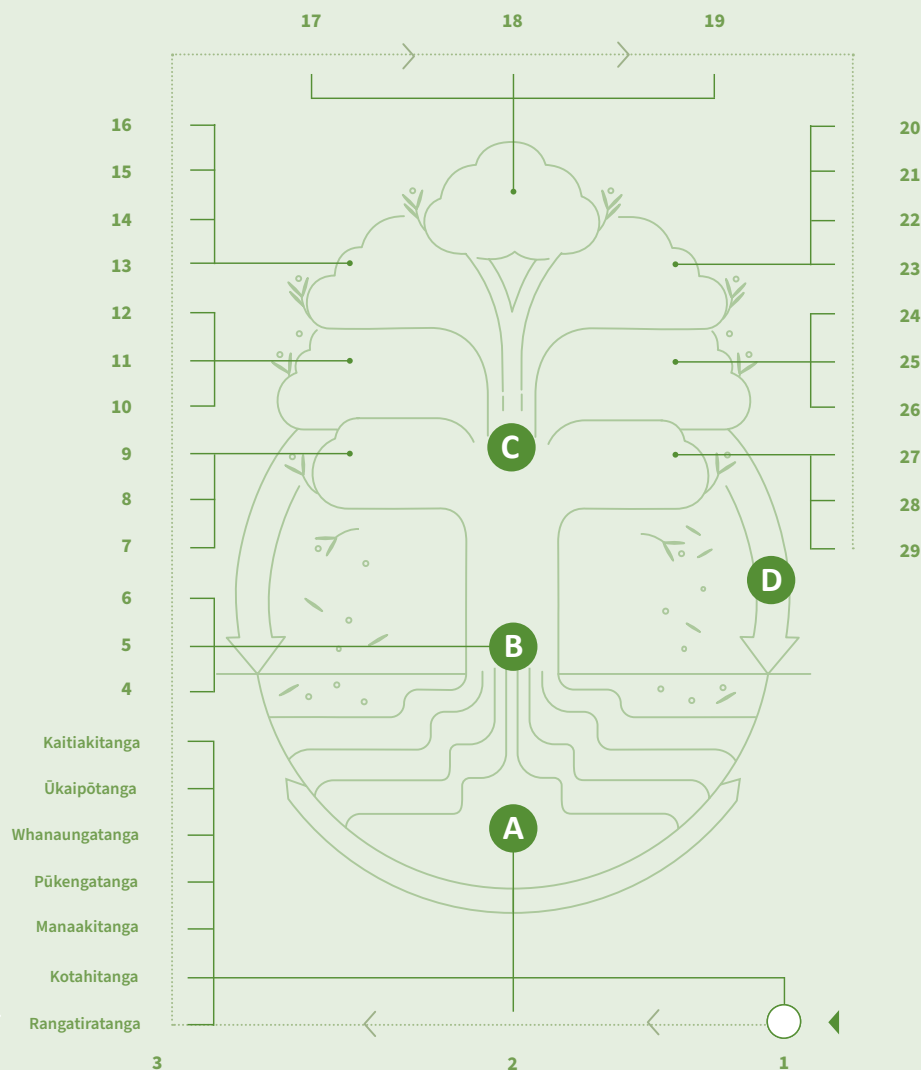# Te Tōtara Capability Planner

Use this planner to support capability development kōrero between managers and planners for a strategic journey. Assign a priority level P 1–4 and record your rationale in the Capability Planning template.

P1 = Critical	A priority area for immediate focus, being both urgent and important.	**P3 = Medium**	An area of medium importance and high urgency, requiring an operational solution.
P2 = High	An important area which will contribute significantly to strategic goals.	**P4 = Low**	An area neither urgent nor highly important which can be scheduled for attention later.
		X = N/A	Not applicable to the organisation.

Te Tōtara Capability Framework library and information capabilities.

Section A. Ngā paiaka – the roots (our kaupapa)

1. **Te Tiriti o Waitangi:** Understand, respect and apply Te Tiriti o Waitangi principles and obligations in daily work practice.

2. **Te Ao Māori:** Understand and respect the Māori worldview and apply and respect te reo, tikanga, kawa and mātauranga Māori in daily work practice.

3. **Kaupapa - our values and guiding principles:**
   » Rangatiratanga (leading self and others)
   » Kotahitanga (strength in unity, teamwork)
   » Manaakitanga (kindness, respect and hospitality)
   » Pūkengatanga (continuous development)
   » Whanaungatanga (kinship and relationships)
   » Ūkaipōtanga (nourishing a place of belonging)
   » Kaitiakitanga (guardianship and protection)

Section B. Te tīwai – the trunk (ethics and context)

4. **Librarianship and information sector values and ethics:** Understand, respect and apply librarianship and information sector values and ethics.

5. **Wider library, data, information and knowledge sector context:** Understand and apply the wider library, data, information and knowledge sector context.

6. **Local history, government and organisational context:** Ability to understand local council and community context.

Section C. Ngā rūhā – the branches (capability groups)

Personal attributes

7. **Self-management and reflection:** Effectively manage own time, focus and effort, and reflect on ways to improve.

8. **Resilience and flexibility:** Accept and commit to change, recover and grow resilience from setbacks and adverse events.

9. **Life-long learning:** Maintain a positive mindset, apply critical thinking, update skills, try new things and support learning.

Teamwork and collaboration

10. **Hauora:** Sustain own well-being and support a working environment for physical, mental, social and spiritual health.

11. **Communication:** Engage successfully with a wide range of people and convey key ideas clearly using various methods.

12. **Cooperation and information sharing:** Collaborate effectively with team members, partners and networks using various tools and technologies.

Community care and services

13. **Diversity, inclusion and equity:** Show inclusive behaviour and respect for diversity in people and understand equity and bias.

14. **Accessibility:** Provide equality and equity of access to physical and digital library spaces/programmes.

15. **Hospitality, service and relationships:** Be responsive to community needs and requests, communicate kindly and build wider community relationships.

16. **Sustainability:** Understand, protect and improve environmental, economic and social sustainability.

Planning, management and leadership

17. **Leadership and management:** Create and share a vision, motivate and empower others to act, prioritise and delegate effectively, inspire trust and respect.

18. **Evaluation and planning:** Evaluate to inform future planning of own work, learning, projects and programmes, within organisational, financial and legal constraints.

19. **Advocacy:** Acknowledge and share newly acquired skills to improve visibility of the library.

Literacies, references and research services

20. **Digital literacy and dexterity:** Understand and use various technologies to find, evaluate, create and communicate information to help others thrive in a digital society.

21. **Literacies and learning:** Understand the skills, attitudes and methods needed to become literate in a variety of subjects.

22. **Information and reference services:** Combine information skills, content and knowledge to meet user needs.

23. **Research and evidence:** Find evidence using research processes, techniques and knowledge of information resources to conduct and support research projects.

Information, knowledge and data management

24. **Information management:** Adhere to policies, and legislation when creating, sharing and using information.

25. **Knowledge management:** Collect, create, store, share and preserve knowledge assets to benefit others.

26. **Data collection, analysis and management:** Organise and handle data to deliver quality, efficient and ethical services.

Collection, records and archives management

27. **Collection management:** Plan, develop and preserve a coherent/reliable collection relevant for its community.

28. **Records and archive management:** Record, organise, preserve, store and evaluate information records.

29. **Digital content creation and curation:** Develop and curate trusted digital repositories for data that can improve processes or be used by others ethically.

Section D. Te rau hinga – the fallen leaves (reflection and evaluation)

- Refer to the reflection and analysis undertaken by the team as summarised in Te Tōtara Team Map.
- Use the Capability Planner to record further details on the capability development area and to agree next steps.

Capability Planner: Next Steps

Team:

Date:

Use the template below to record the prioritisation kōrero. Draft goals, describe alignment with existing internal policy frameworks and processes, and plan the next steps.

Priority 1-4	Capability Area Goal(s)	Rationale & Alignment Strategic fit	Next Steps Tasks & Scheduling

Whaowhia te kete mātauranga | Fill the basket of knowledge