Job description

Job Title: Digital Preservation Process Administrator
Branch: Archives New Zealand
Business Group: Knowledge, Information, Research and Technology (KIRT)
Reporting to: Public Sector Digital Continuity Manager
Location: Wellington
Duration: Permanent
Salary Range: IT Band G ($64,479 - $87,236)

Purpose
Under the Public Records Act 2005 the Chief Archivist is charged with the custody, care, control and administration of all public archives deposited in the national archives. As a part of this, Archives New Zealand needs to be able to fulfil its statutory responsibilities for the long term storage, preservation and accessibility of digital information through the provision of robust digital archive systems and processes.

The primary focus for the Digital Preservation Process Administrator is to provide Archives New Zealand with business-focused technical processes and specialist advice in relation to digital transfers and preservation. This role undertakes ongoing research and issue resolution as a member of the team of professionals undertaking digital acquisition, storage and preservation programmes.

The Digital Preservation Process Administrator will have shared responsibility for the overall business administration of the digital preservation system processes and configuration settings, in association with our preservation partners. This role supports deposits to the Digital Repository through the creation of business workflows, management of access restrictions, the resolution and recording of issues relating to the ingest process, linkages to other systems, and undertaking the operational maintenance of digital objects in the system. The person in this role will work closely with a team which includes digital preservation policy analysts and ingest technicians, and with business staff managing transfers, restrictions and access.

Key Tasks

Management of Digital Preservation system processes and settings
- Manage business configuration settings for the overall digital preservation system, especially the deposit of digital material including:
  - Setting up the building blocks (metadata forms etc) used by generic and personalised material flows
  - Setting up producer profiles
  - Assisting staff users by providing customised deposit workflows for producers of digital material if required
- Work with content owners / producers and Archives staff to create deposit arrangements appropriate to the material content.
- Create and update the user roles and privileges for producers and staff users.
- Provide technical support for digital preservation system viewers
- Perform validation checks during ingest processes, and for ongoing activities, and work with staff to resolve issues.
- Administer the technical tools at an application level (eg virus infection and fixity checking, format identification and extraction of technical metadata).
- Set up tasks and task chains to automate processes.
- Manage submission processes to the digital preservation system and related data synchronisation.
- Accurately record actions and provenances within the applications and the development of appropriate documentation and work plans.
- Work with Digital Preservation Analysts to analyse the impact of and advise on risks from any changed requirements on the system (eg new or different formats).
- Support the identification of the hardware and software requirements for digital preservation activities in collaboration with digital preservation analysts and Government Technology Services.
- Undertake risk analysis by monitoring, reporting on and controlling risks in areas of responsibility within the Digital Preservation systems and tools, and their technology infrastructure.
- Update staff, and clients if applicable, on the status of all issues on a timely basis.

**Liaison**

- Provide advice and support to staff involved in digital transfers, content management and description, access restriction and access provision (including regional staff).
- Collaborate with the National Digital Heritage Archive (NDHA) team at National Library about Digital Preservation system configuration, maintenance, testing and issue resolution.
- Liaise with Government Technology Services when system or hardware configuration is required.
- Liaise with Digital Preservation Analysts when a submission interface package (SIP) is to be rejected or declined.
- Liaise with GTS staff to ensure that any network, desktop or infrastructure upgrades in the information technology architecture are assessed for their impact on the Digital Preservation system and related tools, their availability and performance, and on digital material in the system.
- Assist with liaison with the application vendor on enhancements and bug fixes.
- Liaise with GTS staff to ensure digital strategy and digital preservation systems availability during standard operational hours.
- Develop relationships and networks with other relevant technical and professional associations.

**Problem resolution**

- Support the recording and resolution of the technical issues during deposit and ingest processes including infected and corrupt files.
- Liaise with Government Technology Services (GTS) and Archives staff on integration, performance, access issues, or other problems caused by hardware or underlying (eg database) software.
- Prioritise issues and provide effective solutions within accepted service levels, following best practice and adhering to international standards.
- Liaise with content depositors when technical issues have been escalated from the Service Desk.
- Use agreed Change Management procedures to document, gain approval for, schedule and track changes in order to minimise risk and impact.

**Health & Safety (for self)**

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
Co-operates in implementing rehabilitation plans

Key Relationships

<table>
<thead>
<tr>
<th>Key Relationships and Nature of Interaction</th>
<th>Advise</th>
<th>Collaborate with</th>
<th>Influence</th>
<th>Inform</th>
<th>Manage/lead</th>
<th>Deliver to</th>
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</thead>
<tbody>
<tr>
<td>Internal</td>
<td></td>
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<tr>
<td>• Managers and staff involved in digital transfers, content management and description, access restriction, access provision (including regional staff)</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>• Managers, staff and specialists involved in digital preservation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>• NDHA staff</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>• Government Technology Services staff providing support services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>External</td>
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<tr>
<td>• System and software vendors (Ex Libris, Oracle)</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>• External technical advisors</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>• Content depositors</td>
<td>✓</td>
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Staff Management

- Number of direct reports: 0
- Total number of staff reporting: 0

Person Specification

Experience
- An understanding of the ways in which data is structured for transmission, deposited into a data repository and exported.
- Demonstrated experience with creation and/or management of digital objects in one or more of the following formats: text, image, sound, software, multimedia, database, geographical information system and/or video.
- Experience with tools and processes for maintaining and administering a major digital assets management system or data repository.
- Understanding of XML
- Understanding of the OAIS reference model, file formats, format registries (eg DROID, JHOVE) and related tools would be an advantage.
- Understanding of the strategies for encoding, storing, and managing preservation metadata in digital preservation systems (eg PREMIS) would be an advantage.
- Experience in writing scripts to make batch file changes would be an advantage.
- Relevant work experience (especially in an archive or library) is desirable.

Knowledge
- Demonstrated understanding of database structures and the ability to use report writing tools to create ad hoc reports.
• Expertise with one or more Java technologies including Java, JSP, J2EE would be an advantage.
• Working knowledge of Oracle database management, UNIX systems, MS Windows and Apple Mac OS X would be an advantage.

Skills
• Demonstrated ability to research and resolve problems using a variety of resources and tools particularly in relation to technical issues and publishing trends for digital objects.
• Ability to communicate complex technical ideas in simple language.

Education and Professional Memberships
• Tertiary qualification in information technology / computer science / information science or equivalent.

Other
• Some experience in project planning and project management would be an advantage.

Competencies

The Competencies** required for this role consist of both core Departmental and job specific competencies. The core competencies are shown below in italics. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

<table>
<thead>
<tr>
<th>Competency Cluster</th>
<th>Competency</th>
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<tbody>
<tr>
<td>Integrity</td>
<td>Integrity and Trust</td>
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<tr>
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<td>Ethics and Values</td>
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<tr>
<td>Intelligence</td>
<td>Learning on the Fly</td>
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<tr>
<td>Emotional Maturity</td>
<td>Self Knowledge</td>
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<td></td>
<td>Composure</td>
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<tr>
<td>Managing Complexity</td>
<td>Analytical problem solving</td>
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<td>Talent to Execute</td>
<td>Proven ability to meet deadlines and</td>
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<td></td>
<td>accomplish goals.</td>
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<td>Positive Energy</td>
<td>Perseverance</td>
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<td>Managing Diverse Relationships</td>
<td>Interpersonal Savvy</td>
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<td>Excellent electronic, written and oral</td>
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<td>communication skills.</td>
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<tr>
<td>Achieves Effectiveness for Māori</td>
<td>Effectiveness for Māori</td>
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</table>

*With the exception of Achieves Effectiveness for Māori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

**Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.