

Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

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|-----------------------|--|
| Job Title | Manager Preservation and Repository Services |
| Branch | Information and Knowledge Services |
| Business Group | Archives New Zealand |
| Reporting to | Director Holdings and Discovery |
| Location | Wellington |
| Salary range | Information Management Band I |

Purpose

The Manager Preservation and Repository Services is responsible for managing Archives NZ's preservation and repository services in Wellington. The Manager Preservation and Repository Services is also responsible for the development of a sustainable commercial film preservation service, providing high quality film preservation services to third party customers. The Manager Preservation and Repository Services is also responsible for developing and implementing the preservation and storage plans for Archives New Zealand (Archives NZ), the management of the repository; and the management and operation of the Film Preservation and the Digital Imaging laboratories.

This position is an operational leadership role and part of the wider Archives NZ Management team. The Manager Preservation and Repository Services will demonstrate this by:

- building a strong and high performing team
- planning ahead and exploring new ideas, improvements and innovations to increase team effectiveness and results
- working collegially with colleagues across Archives NZ and the wider Department of Internal Affairs (DIA), and
- making a positive contribution to the leadership and direction of Archives NZ.

Key Tasks

Ensure holdings are effectively preserved, monitored, and maintained

- Ensure that clearly prioritised preventative and remedial preservation and conservation programmes are in place across all formats, including photographic and audio visual
- Plan for regular condition assessments; develop recommendations to Director for any remedial action required to ensure that holdings are preserved; and implement agreed actions

- Ensure environmental monitoring is effective; develop recommendations to Director if any adjustments are required; and implement agreed actions
- Set standards for and provide advice on the storage, packaging and handling of various formats
- Remain abreast of new technologies and practices and manage their introduction as appropriate
- Ensure professional support is available to Regional Offices, as appropriate
- Ensure laboratory and workshop procedures are carried out according to appropriate standards, particularly in areas of specialist expertise
- Develop and oversee the implementation of a preservation and repository services work programme

Film Preservation Laboratory

- Develop a strategy for the provision of commercial film preservation services
- Negotiate and manage any contracts for the commercial use of the Film Preservation Laboratory
- Ensure effective liaison with commercial customers to ensure that final products are delivered according to contract requirements, to appropriate standards and within agreed timelines
- Manage the Film Preservation Laboratory to ensure its effective operation - this includes ensuring that the specialised equipment and environment is maintained and that its technical operation is efficient and meets appropriate standards
- Deliver preservation of agreed quantity of Archives NZ film footage
- Develop film processing service offering, build public profile and identify and source commercial opportunities in order to deliver a return on investment for the Film Preservation Laboratory
- Maintain an effective working relationship with Park Road Post as a key conduit for commercial customers

Digital Imaging

- Manage the existing Digital Imaging laboratory and create an integrated digital imaging function which undertakes digitisation for both preservation and access purposes
- Ensure that any digitisation for access is planned, efficient and meets required standards including file formats
- Determine, in consultation with the Manager Research Services, the workflows, standards and timelines to effectively provide digitisation services to respond to user requests for digital files
- Ensure that the specialised equipment and environment is maintained
- Establish clear workflows and standards for digitisation for preservation
- Work with the Manager System Strategy and Standards to ensure that digital files are available to be uploaded into the Government Digital Archive, as appropriate
- Work with the Manager System Strategy and Standards to ensure that the volume of output from the digital imaging facility remains within the Archives Leadership Team (ALT) agreed digital storage cap

Repository Management, including coordination of disaster planning and response

- Ensure archives are stored in appropriate locations

- Ensure optimum use of available space
- Working with Regional Archivists ensure the planning, forecasting and monitoring of Archives NZ's storage needs and capacity across its network of repositories
- Working with Regional Archivists ensure there is effective environmental monitoring across Archives NZ's repository network
- Plan and ensure the effective management of large-scale movement of archives
- Responsible for the provision of specialist advice on storage issues
- Co-ordinate disaster planning framework in respect of potential damage to public archives in the custody of the Department
- Co-ordinate internal disaster management training programme in respect of conservation issues (e.g. salvage and treatment)
- Take a lead role in disaster response projects

Team Management

- Be responsible for the day-to-day management of the team
- Motivate staff and foster a collegial and professional team culture
- Foster a strong service ethic – developing a quality-orientated, timely and service focused approach
- Ensure staff are coached and mentored effectively
- Ensure performance agreements and development plans are in place for all staff and are aligned to the DIA Performance Management System
- Recruit, develop, support and retain high performing staff
- Ensure EEO, cultural sensitivity and health and safety policies and practices are integrated into ongoing operations

Relationship Management

- Liaise with other Archives NZ staff around preservation needs and opportunities
- Initiate and maintain contacts with preservation and conservation managers in other institutions
- Encourage professional contacts and interchange of technical information

Business Planning and Budgeting

- Participate in the annual strategic planning, accountability and business planning processes for the Directorate
- Provide input into the development of the budget for the Holdings and Discovery Directorate
- Ensure that new initiatives meet project management requirements and are reflected in the wider planning and work allocation processes
- Assist to manage within the Directorate and team budget by demonstrating financial prudence at all times
- Complete all reporting requirements
- Manage the costing and pricing of commercial contracts
- Establish effective processes to enable invoicing and receipt of third party revenue

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

Health & Safety (for the team)

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensure all hazards are promptly assessed for their significance, and managed

Key Relationships

| Key Relationships and Nature of Interaction | Advise | Collaborate with | Influence | Inform | Manage/Lead | Deliver to |
|---|--------|------------------|-----------|--------|-------------|------------|
| Internal | | | | | | |
| Director Holdings and Discovery | ✓ | | ✓ | ✓ | | ✓ |
| Archives NZ Senior Leadership Team | ✓ | | ✓ | ✓ | | ✓ |
| Preservation and Repository Services Team | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Alexander Turnbull and National Library staff | ✓ | ✓ | ✓ | ✓ | | |
| Other staff and teams across Archives NZ and DIA | ✓ | ✓ | ✓ | ✓ | | ✓ |
| External | | | | | | |
| Public offices | ✓ | ✓ | ✓ | ✓ | | |
| Organisations holding public records or public archives | ✓ | ✓ | ✓ | ✓ | | |
| Providers of specialised supplies or services | | ✓ | ✓ | ✓ | | |
| Conservators in other institutions | | ✓ | ✓ | ✓ | | |
| Park Road Post | ✓ | ✓ | ✓ | ✓ | | |
| Film Industry | ✓ | ✓ | ✓ | ✓ | | ✓ |

Accountabilities and Delegations

Staff Management

| | |
|---------------------------------|------|
| Number of direct reports | 11.8 |
| Total number of staff reporting | 11.8 |

Delegations

HR Delegations

F

Security Level

N/A

Person Specification

Experience

- Experience in negotiating and delivering commercial contracts
- Experience in providing high quality services (internal and external) to agreed standards and timeframes
- Experience in successfully managing a range of stakeholder relationships
- Experience in managing preservation and/or repository services
- Experience in successfully leading and implementing projects
- Experience in leading large programmes of work and in managing multiple, complex projects
- Experience in the Galleries, Libraries, Archives and Museum sector is an advantage
- Experience in working in a fast changing information management environment

Knowledge

- Understanding of preservation disciplines across a range of formats
- Knowledge of project management methodology

Skills

- Ability to build a strong and high performing team that is internally cohesive, and works effectively with colleagues in delivering services across Archives
- ability to establish and maintain effective relationships with customers and gain their trust and respect
- ability to ensure work programmes are targeted and prioritised
- Ability to manage a range of competing priorities and deliver results
- Skilled in delivering results within agreed timeframes and to agreed quality standards
- Is able to negotiate skilfully with both internal and external customers to achieve a positive outcome and maintain an ongoing relationship

Generic Management Skills

- build a strong and high performing team
- plan ahead and prioritise work
- explore new ideas, improvements and innovations to increase team effectiveness and results
- work collegially with colleagues across Archives NZ and the wider Department of Internal Affairs (DIA), and
- make a positive contribution to the leadership and direction of Archives NZ

Education and Professional Memberships

- Post graduate qualification in a relevant discipline is desirable, or equivalent experience and training

Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

The competencies required for this job are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

| Competency Cluster | Competency |
|----------------------------------|--------------------------------------|
| Integrity | Integrity and Trust |
| | Ethics and Values |
| Intelligence | Decision Quality |
| | Learning on the Fly |
| Emotional Maturity | Self Knowledge |
| | Composure |
| Talent to Execute | Innovation Management |
| | Drive for Results |
| Positive Energy | Perseverance |
| | Motivating Others |
| Edge | Managerial Courage |
| Managing Diverse Relationships | Interpersonal Savvy |
| | Managing Diversity |
| | Political Savvy |
| Managing Complexity | Dealing with Ambiguity |
| | Strategic Agility |
| Managing and Developing People | Developing Direct Reports and Others |
| Achieves Effectiveness for Māori | Effectiveness for Māori |

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Competency Clusters

- Integrity**
 This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.
- Intelligence**

This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

- **Emotional Maturity**

This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.

- **Talent to Execute**

This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.

- **Positive Energy**

This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.

- **Edge**

This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.

- **Managing Diverse Relationships**

This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.

- **Managing Complexity**

This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisational perspective when resolving problems, ensuring the Department

- **Managing and Developing People**

The ability to select, manage, develop and retain an excellent workforce within an environment that values diversity and individuality. It includes the promotion of continuous learning and the development of others to ensure the Department is an employer of choice.

- **Achieves Effectiveness for Māori**

Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.