

Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

Job Title	Conservator
Branch	Information and Knowledge Services
Business Group	Archives New Zealand
Reporting to	Manager Preservation and Repository Services
Location	Wellington, Auckland
Grade	Information Management Grade H

Purpose

The Conservator is responsible for ensuring the preservation and conservation of archives collections through remedial treatments, the maintenance of preservation standards, and the development and implementation of conservation management programmes at Archives New Zealand.

Key Tasks

- Carry out conservation and preservation services within the framework of specialist expertise, including condition reports, testing of materials, examinations, treatments and documentation to agreed professional standards.
- Contribute to the development of the laboratories and conservation services in general, working in co-operation with the other Preservation staff and the Manager Preservation and Repository Services.
- Develop, train, and supervise conservation technicians, contract workers and interns where required.
- Ensure conservation records are maintained and updated on databases and systems as appropriate.
- Keep up to date with professional conservation information and technical developments relevant to the position, including participation in the activities of national and international professional programmes, organisations and associations and professional networking.
- Undertake all conservation activities in accordance with the NZCCM Code of Ethics.
- Undertake or assist with surveys of collections for future conservation and copying requirements.
- Provide advice and information on conservation related matters to Archives staff through consultation and presentations.
- Participate in disaster planning and preparedness programmes, and take part in disaster response and salvage as required.
- Liaise with Archives staff on conservation related aspects of exhibitions, loans and transport of collections including condition reporting, treatments, presentation and packing.
- Participate in tours of Conservation by staff and the public, and answering of public enquiries.
- Develop an understanding of handling taonga consistent with Māori concepts and expectations.

Manage conservation facilities by:

- Development and Management of Lab procedures.
- Maintaining supplies and equipment.
- Managing systems, monitoring their effectiveness and reporting, including registering all items that come into the Lab and treatments are entered into the Preservation Database.
- Review and maintain development of Laboratory and Workshop facilities in consultation with other Preservation staff.
- Ensure chemical handling procedures are followed and regular hazard identification are regularly made and documented.
- Liaising with Archives staff and contractors.

Provide disaster planning and response services by:

- Participating in and contributing to disaster preparedness planning and review
- Co-ordinating, responding and participating in disaster response projects
- Operating emergency equipment
- Carrying out salvage procedures
- Develop and maintain contacts with local museum/library/archives 'emergency response' groups to provide assistance
- Liaising with Building Services and other Archives New Zealand staff and external contractors as required

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

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to	
Internal							
Preservation and Repository Services team	✓	✓	✓	✓		✓	
Regional Archivists	✓	✓	✓	✓		✓	
Archives NZ Staff	✓	✓	✓	✓		✓	
Property and Services staff	✓	✓	✓	✓			
External							
Clients of Archives NZ	✓	✓	✓	✓		✓	
Professional colleagues and organisations	✓	✓	✓	✓		✓	
Suppliers and contractors	✓	✓	✓	✓		✓	

Staff Management

Number of direct reports	0
Total number of staff reporting	0
Human Resources Delegations	None
Financial Delegations	None

Person Specification

Education and Professional Memberships

- Tertiary qualification in the conservation of cultural property or equivalent essential.
- Member of New Zealand Conservators of Cultural Materials (NZCCM) essential.

Experience

- At least 5 years of professional practice as a conservator after training, particularly across the broad range of formats in archives conservation.
- Experience working with preservation management programmes.

Knowledge

- Familiarity with and use of standard computer applications.
- Familiarity with professional archives practice.
- A commitment to the concept of “preserving the national heritage”.

Skills

- Motivated, with ability to self-manage and work without direct supervision.
- Highly developed manual dexterity and experience in carrying out conservation treatments to a high standard.

Other

- Moderate degree of physical fitness due to the need for periodic lifting and carrying of archives and equipment.
- A current driving license is highly desirable.

DIA 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	Timely Decision Making
	Learning on the Fly
Emotional Maturity	Self Knowledge
	Composure
Talent to Execute	Planning
	Process Management
	Functional Technical Skills
	Priority Setting
	Time Management
Positive Energy	Perseverance
Managing Diverse Relationships	Interpersonal Savvy
	Peer Relationship
	Listening
Achieves Effectiveness for Māori	Effectiveness for Māori

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.