



# Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

## Digital Collecting Specialist

### National Library of New Zealand, Information & Knowledge Services

The purpose of the National Library is to enrich the cultural and economic life of New Zealand by collecting, preserving and protecting documents, particularly those relating to New Zealand, and making them accessible in a manner consistent with their status as documentary heritage and tāonga.

Collection Services is a business unit of the Content Services Directorate. It supports the Library's delivery channels by acquiring and making accessible material for the published collections of the National Library and the Alexander Turnbull Library, and the Schools Collection.

The primary purpose of the Digital Collecting Specialist is to support the efficient acquisition and description of digital content collected under legal deposit.

- **Reporting to:** Team Leader Collection Development (Legal Deposit)
- **Location:** Wellington
- **Salary range:** \$58,678 - \$69,032.

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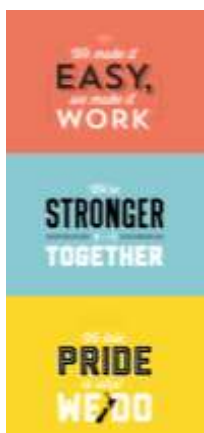
### What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

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### How we do things around here – our principles



#### We make it easy, we make it work

- Customer centred
- Make things even better

#### We're stronger together

- Work as a team
- Value each other

#### We take pride in what we do

- Make a positive difference
- Strive for excellence

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### Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept

INTERNAL AFFAIRS

Te Tari Taiwhenua

our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p><b>Develop workflows and processes</b></p> <ul style="list-style-type: none"> <li>• Work with Collection Services staff and the Library's Preservation Research and Consultancy team to develop processes which utilise technology in the ingest and description of digital legal deposit material going into the National Digital Heritage Archive (NDHA)</li> <li>• Together with the Legal Deposit Librarian and the Collection Description Team Leaders, develop and maintain documentation about policies and processes for the ingest of digital legal deposit material and the automated extraction of metadata</li> </ul>	<ul style="list-style-type: none"> <li>• Material being ingested from the public Internet and from direct transfers from depositors into the NDHA</li> <li>• Stable ingest mechanisms for the bulk ingest of digital content, utilising existing APIs and in-house systems</li> <li>• Staff being supported in the transition of new ingest mechanisms to business-as-usual</li> <li>• Identification and utilisation of sources of metadata to populate descriptive records</li> <li>• Policy and Process documentation developed and maintained</li> </ul>
<p><b>Knowledge sharing</b></p> <ul style="list-style-type: none"> <li>• Work with team members to develop technical skills and confidence in handling legal deposit digital content</li> <li>• Participate in library-wide initiatives to build staff digital capability</li> </ul>	<ul style="list-style-type: none"> <li>• Staff growing in their capability and confidence in handling digital materials</li> </ul>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Collection Development Team Leader (Legal Deposit) and Legal Deposit Librarian	✓	✓	✓	✓		✓
	Collection Description Team Leaders	✓	✓	✓	✓		✓
	Manager, Collection Development and Description	✓	✓	✓	✓		✓
	Manager, Collection Business Services	✓	✓	✓	✓		✓
	Collection Development Team Leader (Acquisitions)	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Other Collection Services staff	✓	✓	✓	✓		✓
	Preservation Research and Consultancy Team	✓	✓	✓	✓		
	Alexander Turnbull Library Digital Collections team	✓	✓		✓		
	The Department's Technology Services staff	✓	✓	✓	✓		
External	Publishers and Online Content Distributors	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Nil
Direct reports	None

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience working in an IT environment</li> <li>• Demonstrated experience in building strong relationships and positively influencing others</li> <li>• Experience with digital collecting and archiving is desirable</li> <li>• Experience with coding language – Python strongly preferred</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of metadata standards, e.g. Dublin Core, Resource Description and Access (RDA)</li> <li>• Knowledge of Internet technologies and how to traverse the Web</li> <li>• Knowledge of content repositories and catalogues</li> <li>• Good working knowledge of text encodings</li> <li>• Good working knowledge of API development and maintenance</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills, both written and oral</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Proven ability to achieve results and to develop and deliver effective solutions</li><li>• Proven ability to work independently</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A tertiary qualification in information technology, or demonstrated equivalent experience, is strongly preferred.</li></ul>