



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 Preservation Process Administrator

Information and Knowledge Services, Archives New Zealand

To provide business-focussed technical processes and specialist advice in relation to digital transfers and preservation by undertaking ongoing research and issue resolution. This position has a shared responsibility for the overall administration of the digital preservation system processes and configuration settings, in association with our preservation partners.

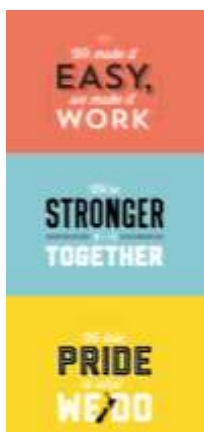
- **Reporting to:** Manager Systems Strategy and Standards
- **Location:** Wellington
- **Salary range:** IT Band G

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.

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

Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

INTERNAL AFFAIRS

Te Tari Taiwhenua

| What you will do to contribute | As a result we will see |
|--|---|
| <p>Management of digital preservation system processes and settings</p> <ul style="list-style-type: none"> • Manage business configuration settings for the overall digital preservation system, especially the deposit of digital material including: <ul style="list-style-type: none"> ◦ 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 internal and external 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. • Manage the preservation system content according to business needs, following established procedures. • 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 Technology Services & Solutions (TSS). • Undertake risk analysis by monitoring, reporting on and controlling risks in areas of responsibility within the Digital Preservation systems and tools, and their | <ul style="list-style-type: none"> • Digital Preservation System is configured in a way it can accommodate and process born-digital transfers and other ingests and is updated as necessary • Content of is managed and business user requests are dealt with in a timely manner. • The integrity and security of the content in the digital preservation system is maintained. • Tools supporting Digital Preservation System are managed and working properly • Advice on technical aspects of files being ingested and transferred is delivered to the Digital Preservation Analysts and shared with the data producers • Written procedures and processes for managing Digital Preservation System are followed • TSS is supported in their needs regarding infrastructure updates or changes • Archives New Zealand’s requirements are represented in any future roadmap work. |

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| <p>technology infrastructure.</p> <ul style="list-style-type: none"> Update staff, and clients if applicable, on the status of all issues on a timely basis. | |
| <p>Liaison</p> <ul style="list-style-type: none"> Provide advice and support to staff involved in digital transfers, content management and description, access restriction and access provision (including our Auckland, Christchurch, and Dunedin 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 TSS 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 TSS 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 TSS 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. | <ul style="list-style-type: none"> Advice regarding digital transfers, data management is provided to external and internal parties or staff Championing of digital preservation tools and processes are supported across DIA and Archives offices in Auckland, Christchurch, and Dunedin. Good relationship is maintained with NDHA and external vendors regarding Digital Preservation System configuration, testing, management, use and enhancements; network, infrastructure changes; Archives NZ needs are also prioritised as well Relationships are developed across New Zealand and internationally as required. |
| <p>Problem resolution</p> <ul style="list-style-type: none"> Support the recording and resolution of the technical issues during deposit and ingest processes including infected and corrupt files. Liaise with TSS and Archives staff on integration, performance, access issues, or other problems caused by hardware or underlying (e.g. 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 | <ul style="list-style-type: none"> Problems are addressed and solved Issues are raised and followed up with any relevant stakeholders Issues are prioritised and followed according to Archives NZ requirements Options for solutions are outlined, developed and presented to stakeholders for discussion, implementation, and evaluation. |

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| document, gain approval for, schedule and track changes in order to minimise risk and impact. | |
| Health and safety (for self) <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans | <ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed |

| Who you will work with to get the job done | | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
|--|---|--------|------------------|-----------|--------|-------------|------------|
| Internal | <ul style="list-style-type: none"> Managers and staff involved in digital transfers, content management and description, access restriction, access provision (including regional staff) | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | <ul style="list-style-type: none"> Managers, staff and specialists involved in digital preservation | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | <ul style="list-style-type: none"> NDHA staff | ✓ | ✓ | ✓ | ✓ | | ✓ |
| | <ul style="list-style-type: none"> TSS staff providing support services | ✓ | ✓ | ✓ | ✓ | | |
| External | <ul style="list-style-type: none"> System and software vendors (Ex Libris, Oracle, Revera, Datacom) | | ✓ | | ✓ | | |
| | <ul style="list-style-type: none"> External technical advisors | | ✓ | | ✓ | | |
| | <ul style="list-style-type: none"> Content depositors | ✓ | ✓ | | ✓ | | ✓ |

| Your delegations | |
|---|-----|
| Human Resources and financial delegations | Nil |
| Direct reports | Nil |

| 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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> Problem solving Critical thinking Interpersonal savvy Navigating complexity Communicating with influence Technical and specialist learning | <p>Experience:</p> <ul style="list-style-type: none"> 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 metadata encoding |

| Your success profile for this role | What you will bring specifically |
|------------------------------------|--|
| | <p>formats, eg XML, JSON</p> <ul style="list-style-type: none">• Relevant work experience (especially in an archive or library) is desirable.• Knowledge of digital preservation theory and best practice.• Understanding of the OAIS reference model, file formats, format registries (eg DROID, JHOVE) and related tools.• Understanding of the strategies for encoding, storing, and managing preservation metadata in digital preservation systems (eg PREMIS) would be an advantage. <p>Knowledge:</p> <ul style="list-style-type: none">• Demonstrated understanding of database structures and the ability to use report writing tools to create ad hoc reports.• Knowledge of a programming language (Java, Golang) an advantage.• Basic knowledge of scripting languages (Python, Bash)• Working knowledge of Oracle database management, UNIX-based systems (e.g. RHE Linux, CentOS, Solaris), and MS Windows would be an advantage.• Understanding of virtualisation and/or emulation technologies (VM Ware, VirtualBox) <p>Skills:</p> <ul style="list-style-type: none">• 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. <p>Other requirements:</p> <ul style="list-style-type: none">• Experience in project planning and project management would be an advantage.• Willingness to learn and grow in the position. |