



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 Manager

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 taonga.

Preservation Research & Consultancy (PRC) is a business unit within the Content Services Directorate. It manages the Library's digital preservation programme, supports digital collecting for the published collections of the National Library and the Alexander Turnbull Library (ATL), and supports the delivery of digital materials via the Library's various delivery channels.

The primary focus of the Digital Preservation Manager is to provide leadership to a team of digital preservation experts undertaking the National Library's digital preservation programme.

The role contributes to the development of the strategic direction of the National Library with particular emphasis on the Library's collection building, preservation and access mandates and works closely with other teams responsible for digital collecting in National Library, Archives New Zealand and with related teams within the department and vendors responsible for infrastructure, storage and systems.

The Digital Preservation manager is also responsible for championing digital preservation issues within the Department, nationally and internationally.

- **Reporting to:** Programme Director Preservation Research & Consultancy
- **Location:** Wellington
- **Salary range:** \$99,303 - \$134,350

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

INTERNAL AFFAIRS

Te Tari Taiwhenua

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 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>Manage digital preservation programme</p> <ul style="list-style-type: none"> • Manage operational growth of the Library’s digital preservation programme in conjunction with all relevant parties • Plan, develop, administer and regularly review the digital preservation programme in the context of the strategic objectives of the Library, service improvement, quality control, legal compliance and best practice • Ongoing assessment of the capacity and capability of the unit including staff, tools, technical systems and financial resources required for the team to achieve its objectives • Ensuring professional development of staff and lead and support staff to achieve their business objectives while remaining highly motivated and engaged • Ongoing surveys of the environment for emerging standards, technologies, tools, products, services, techniques for costing, measuring and valuing the digital preservation collections 	<ul style="list-style-type: none"> • A world class approach to the acquisition, description, preservation, dissemination and interrogation of digital collections reflecting the social, cultural, economic, research and scientific expression of New Zealanders • Robust, scalable and stable mechanisms for ensuring the long term safekeeping of digital collections • Staff involved in the digital preservation programme being supported in the performance of their duties • Policies and processes describing the practice of the digital preservation programme are developed and maintained • An evolving digital preservation practice responding to the increasingly complex requirements of a digital world
<p>Knowledge sharing</p> <ul style="list-style-type: none"> • Work to further the understanding of the digital collections including ethical, bicultural, legal and access considerations • Participate in library-wide initiatives to build staff digital capability • Proactively share knowledge, experience and ideas 	<ul style="list-style-type: none"> • Increased staff capability and confidence in handling digital collections across the Library
<p>Liaison</p> <ul style="list-style-type: none"> • Representing digital preservation initiatives within the Library. Collaboration and communication with curatorial, conservation and collection areas to ensure digital materials remain accessible and available • Leading or supporting research initiatives internally and externally including collaborating and participating in national and international digital preservation forums/projects. • Developing relationships and networks with other archival institutions and professional associations 	<ul style="list-style-type: none"> • A highly engaged cohort of staff within the Library actively engaged with the long term safekeeping of digital collections • The National Library programme continuing to contribute to the development of best practice in digital preservation

What you will do to contribute	As a result we will see
<p>Health and safety (for self)</p> <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
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely. • Ensure all hazards are promptly assessed for their significance, and managed • Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries. 	<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	Preservation Research & Consultancy	✓	✓	✓	✓	✓	✓
	Directors and operational managers across the National Library of New Zealand	✓	✓	✓	✓		✓
	Managers and staff from across the Library involved with the management of the Library's digital collections	✓	✓	✓	✓		✓
	Collection Development (Legal Deposit)	✓	✓	✓	✓		✓
	Digital Collection Strategy - ATL	✓	✓	✓	✓		✓
	Technology Services and Solutions	✓	✓	✓	✓		
External	System and software vendors (Datacom, Revera, Ex Libris etc)	✓	✓	✓	✓		
	International peers	✓	✓	✓	✓		✓

Publishers, online content distributors, donors, depositors	✓	✓	✓	✓		✓
Third parties requiring digital preservation services	✓	✓	✓	✓		✓

Your delegations

Human Resources and financial delegations	Yes
Direct reports	Yes

Your success profile for this role	What you will bring specifically
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<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"> • Demonstrable practical experience with digital preservation (particularly related to digital collections in libraries, museums, archives or special collections) is essential • High level management skills are essential. Experience in dealing with senior management at a strategic level is required. Experience in developing policy in a library or archive environment is highly desirable • Experience in planning and managing critical business projects is essential including using project management tools to track, manage and communicate progress on projects • Familiarity with infrastructure management is desirable including processes related to change management, system upgrades, interaction with technology support teams <p>Knowledge and skills:</p> <ul style="list-style-type: none"> • Demonstrated understanding of infrastructure and application layers for digital preservation • Good working knowledge of storage and file system management • Demonstrated ability to research and resolve problems using a variety of resources and tools • Ability to communicate complex technical ideas in simple language. • Experience in leading an expert team is desirable. • Building strong relationships and positively influencing others, ability to work across multiple teams and disciplines. • Excellent communication skills, both written and oral • Proven ability to develop and deliver effective solutions • High level stakeholder engagement skills
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Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Proven ability to work independently• Proven ability to achieve results <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary qualification in information technology or equivalent demonstrated experience