



Job description

Haere mai

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

Senior Digital Archivist

Alexander Turnbull Library, National Library, Information and Knowledge Services

The Senior Digital Archivist leads activities and further advances the Alexander Turnbull Library's (ATL) capacity and capability to acquire and manage born digital archival collections, which are preserved in the National Digital Heritage Archive (NDHA). As part of the Digital Collections Services team, this is a significant role that supports and improves the Library's capacity and capability to collect and manage the born digital documentary heritage and tāonga that is important to research in New Zealand.

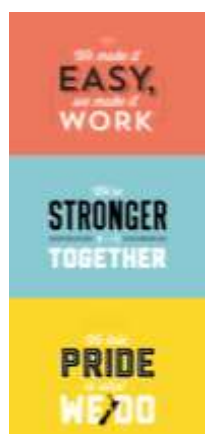
- **Reporting to:** Digital Collections Services Leader
- **Location:** Wellington
- **Salary range:** Information Management H

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>Protecting authenticity and integrity of ATL digital collections</p> <ul style="list-style-type: none"> Act as ATL business owner or subject matter expert of the relevant systems and processes used to acquire, protect and ingest born digital archival collections. Provide advice to Digital Preservation and Research Consultancy (DPRC) and Technology Systems and Solutions (TSS) teams to ensure the policy framework and technology environment is fit for purpose for ATL digital collections. Lead and coordinate the testing of upgrades to key digital collection and archiving systems. 	<ul style="list-style-type: none"> ATL requirements for born digital, unpublished collections are identified and articulated Relevant ATL systems are tested and fit for purpose. National Library policy framework is relevant for ATL born digital unpublished collections.
<p>Business Improvement</p> <ul style="list-style-type: none"> Identify and implement, where possible, improvements to tools, workflows and processes involved in acquiring and ingesting born digital archival collections across the Library. Coordinate and provide oversight to all ATL ingests of unpublished collections. Provide advice and training for other teams in ATL on procedures for the acquisition, preservation and management of digital materials, particularly, Curatorial Services and Arrangement and Description. 	<ul style="list-style-type: none"> Business improvement opportunities are identified, explored and implemented where possible. Good oversight of ingests Capability for collecting and processing born digital collections improves across the Library
<p>Acquire, ingest, analyse & manage digital collections</p> <ul style="list-style-type: none"> Advise on and support the acquisition of born digital collections for ATL Perform ingest and technical appraisal of unpublished born digital collections being acquired by ATL Lead and coordinate activities to investigate and resolve complex born digital ingests. 	<ul style="list-style-type: none"> Born digital collections are acquired Born digital collections are technically appraised in a timely manner Challenging ingests are identified, investigated, and resolved.
<p>Relationship Management</p> <ul style="list-style-type: none"> Provide advice to the Digital Collection Strategy Leader, other leaders in the Library, and DPRC on matters relating to digital collecting and digital preservation. Be a leader in born digital collecting in the New Zealand documentary heritage sector through delivering workshops and presentations. Keep up to date with international developments and engage with colleagues and peer institutions in digital archiving and digital preservation matters. 	<ul style="list-style-type: none"> ATL management are aware of key problem areas, including limitations in capacity and capability, for born digital collecting. The documentary heritage sector benefits from the digital collecting knowledge of ATL. ATL benefits from being an active member of the International digital collecting, & digital preservation communities.

<p>Staff Supervision and development</p> <ul style="list-style-type: none"> • Train and supervise the Digital Archivist and assign priorities and responsibilities as appropriate. • Supervise staff including carrying out performance reviews, signing timesheets, approving leave, etc. 	<ul style="list-style-type: none"> • Digital Archivist is well trained and works with clear objectives. • Staff management activities are carried out in a timely manner. • Digital Archivist has clear development plan and training opportunities are identified and implemented, where appropriate.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Take responsibility for keeping self free from harm • Follow safe working procedures • Report incidents and hazards promptly and suggest remedies where appropriate • Know what to do in the event of an emergency • Co-operate in implementing rehabilitation plan 	<ul style="list-style-type: none"> • Health and safety guidelines are followed

Your delegations as a manager	
Human Resources and financial delegations	F
Direct reports	1

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Digital Collections Services Leader	✓	✓	✓	✓		✓
	Curatorial Services	✓	✓	✓	✓		✓
	Research Services	✓	✓		✓		
	Digital Archivist	✓	✓	✓	✓	✓	✓
	Digital Preservation & Research Consultancy	✓	✓	✓	✓		✓
	Technology Services and Systems (TSS)	✓	✓	✓	✓		✓
External	Donors and content creators	✓	✓	✓	✓		
	Researchers	✓			✓		✓
	Staff of other archives and libraries		✓		✓		

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</p>	<p>Experience:</p> <ul style="list-style-type: none"> • At least 5 years' library and/or archive

Your success profile for this role	What you will bring specifically
<p>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">• Experience working in an IT technical environment is highly desirable• Experience with born digital or electronic records <p>Knowledge:</p> <ul style="list-style-type: none">• Knowledge and experience of archival theory and practice• Knowledge and experience of on-going developments in digital collecting and digital preservation• An awareness/knowledge of library cataloguing or archival description.• Demonstrates an understanding of the implication of the Treaty of Waitangi on today's society and a commitment to ensuring that we meet our obligations under the Treaty. <p>Skills:</p> <ul style="list-style-type: none">• Uses appropriate engagement styles and communication methods to influence others.• Self-motivated• Ability to problem solve• Able to communicate sometimes complex technical issues and solutions to a range of different stakeholders• Good time management and prioritisation skills• Ability to apply new skills and archival theory to practical situations <p>Other requirements:</p> <ul style="list-style-type: none">• Post graduate qualification in the field of librarianship or archival studies, or demonstrated relevant experience essential• Tertiary qualification, preferably in the humanities or social sciences.