



# Job description

Haere mai

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

## Archives Support Assistant

### Archives New Zealand, Information and Knowledge Services

- **The purpose of this position is to:**
  - Provide administrative and process oriented work activities to the Team Leader Operational Support, or Regional Archivist. This work supports the delivery of the various services, including the reading room service, remote reference services, government loans service, outreach activities, and repository management.
  - Determine the exact delivery requirements of an end user or project and ensure they receive what they are looking for in a timely manner.
- **Reporting to:** Team Leader Operational Support or Regional Archivist
- **Location:** Wellington, Auckland, Christchurch, Dunedin
- **Salary range:** Information Management Band C: \$33,744 - \$45,653

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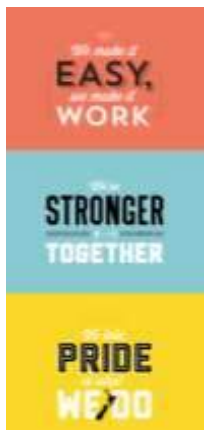
### What we do matters – our purpose

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 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><b>Support Research Services</b></p> <ul style="list-style-type: none"> <li>Retrieve and re-shelve archives for external and internal customers</li> <li>Issue and return archives in the reading room</li> <li>Copy archives by a variety of reprographic means and process the orders, including those received through remote reference</li> <li>Answer basic remote reference enquiries</li> <li>Assist with government loans administration</li> </ul>	<ul style="list-style-type: none"> <li>Items requested for viewing by the public are accurately identified, located and delivered to the reading rooms in a timely manner</li> <li>All items retrieved from the repository are successfully returned to their correct locations in the repository</li> <li>Basic remote reference and government loans requests answered to agreed standard</li> </ul>
<p><b>Transfers and Shelving</b></p> <ul style="list-style-type: none"> <li>Provide assistance with acquisition of physical and intellectual control over accessions of archives</li> <li>Receive transfers of standard format archives from government agencies and shelve the archives appropriately</li> <li>Assist with the transfer and shelving of special format archives from government agencies as required</li> <li>Assist with other repository management tasks.</li> </ul>	<ul style="list-style-type: none"> <li>New archives are transferred into the building and to their new locations efficiently</li> <li>Physical and intellectual control of accessions is undertaken to standard</li> </ul>
<p><b>Quality Control</b></p> <ul style="list-style-type: none"> <li>Provide quality control through checks of lists and boxing standards against the physical items, proof-reading documentation, and assisting with shelf-surveys</li> </ul>	<ul style="list-style-type: none"> <li>Errors are noted and are escalated to the appropriate person</li> </ul>
<p><b>Outreach Assistance</b></p> <ul style="list-style-type: none"> <li>Provide assistance with tours and events</li> </ul>	<ul style="list-style-type: none"> <li>Tours are run smoothly</li> </ul>
<p><b>Administrative and Other Support Services</b></p> <ul style="list-style-type: none"> <li>Complete required documentation</li> <li>File correspondence and other documents</li> <li>Conduct digitisation work as required</li> <li>Process box orders and monitor stocks</li> <li>Monitor stocks of stationery and stores</li> <li>Assist with training new staff</li> </ul>	<ul style="list-style-type: none"> <li>Archives Support Assistants helping other teams across the business following all required policies and procedures</li> <li>The office is stocked with adequate supplies and all equipment is functional</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Processing</b></p> <ul style="list-style-type: none"> <li>Process repository location system updates</li> <li>Retrieve items for listing and checking</li> <li>Maintain accurate documentation of holdings by boxing, coding, and listing archives to agreed standards</li> <li>Key data into electronic systems (usually from the physical items)</li> <li>Maintain stack and processing areas, and assist with the relocation of archives</li> <li>Process Government loans service records</li> <li>Registration of remote enquiries</li> </ul>	<ul style="list-style-type: none"> <li>Timely and accurate processing support is provided</li> <li>Repository areas are tidy and functional.</li> <li>Items / Containers are all in the locations as specified on electronic systems.</li> <li>Government Departments receive their items in a manner that meets requirements.</li> </ul>
<p><b>Contribute to teamwork, corporate development and special projects/tasks</b></p> <ul style="list-style-type: none"> <li>Assist colleagues</li> <li>Maintain and promote harmonious working relationships</li> <li>Participate in staff meetings</li> <li>Participate in/carry out special projects/tasks as required</li> <li>Assist with training new staff</li> </ul>	<ul style="list-style-type: none"> <li>A strong and functioning Operational Support Team</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	Archives NZ Staff		✓	✓			✓
	Managers at Archives New Zealand			✓			✓
	Security Staff			✓			✓
	All other DIA Staff		✓	✓			✓
External	External contractors		✓				✓
	Members of the public						✓
	Officers of Government agencies						✓
	Clients						✓

Your delegations	
Human Resources and financial delegations	Z

Your delegations	
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 <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Relevant experience with warehouse or repository management</li> <li>• Experience with the functionality of photographic and scanning equipment</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of general computer packages e.g. Word, Excel</li> <li>• An understanding of digitisation and preservation requirements</li> <li>• Experience with filing systems and basic record management systems</li> <li>• An understanding of or appreciation for diversity, bi-culturalism and Treaty of Waitangi matters</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to set priorities and achieve deadlines</li> <li>• A demonstrated ability in meeting the needs of internal and external clients</li> <li>• Ability to maintain confidentiality and to use discretion</li> <li>• Well organised and with good attention to detail</li> <li>• Ability to work with digital files to meet distribution and end user requirements</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• A reasonable level of physical fitness is essential as well a level of comfort in a warehouse environment</li> </ul>