



Job description

Haere mai

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

Collections Registrar

Alexander Turnbull Library, National Library, Information & Knowledge Services

The Collection Registrar is one of the key positions in the Alexander Turnbull Library that enables the Library to collect, preserve, protect, and make accessible an amazing collection of documentary heritage and taonga relating to New Zealand and the Pacific. It coordinates a range of activities relating to the storage and movement of the collections as well as managing requests for loan of materials to other organisations for exhibitions.

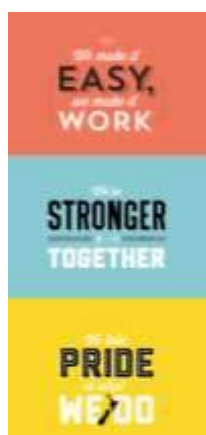
The Collections Registrar manages the Collections Registrar Team (5.5 FTEs) who provide shelving and retrieval services for one of the Library's reading rooms. The team also undertakes a range of collection management projects as directed by the Registrar, in consultation with conservators and curators.

- **Reporting to:** Collection Care Leader
- **Location:** Wellington
- **Salary range:** Information Management Band 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.

What you will do to contribute	As a result we will see
<p>Protecting the physical collections</p> <ul style="list-style-type: none"> • Develop and maintain systems for movement and tracking of collections • Ensure safe movement and handling of collection items to meet the needs of acquisition, public research, and copying programmes • Develop plans for storage growth and efficient utilisation of space • Undertake projects to upgrade collection storage systems and schema • Contribute to Collection Care team by identifying potential hazards and managing safe storage. 	<ul style="list-style-type: none"> • ATL collections are well protected with fit for purpose storage and movements systems • ATL is able to implement future storage requirements, based on clear evidence of need. • Collection management projects are well run • ATL has productive and constructive relationships with collection furniture vendors
<p>Loan management</p> <ul style="list-style-type: none"> • Coordinate and provide oversight for external exhibition loans • Support curatorial requests for incoming loans for onsite exhibitions 	<ul style="list-style-type: none"> • ATL is a professional and timely institution to loan items to and from
<p>Team management</p> <ul style="list-style-type: none"> • Be responsible for the day-to-day management of the team • Provide coaching and mentoring to the team • Ensure performance agreements and development plans are in place for all staff to maintain and build the capability of the team • Motivate staff and foster a collegial and professional team culture • Foster a strong service ethic - developing a quality-orientated, timely and service focused approach 	<ul style="list-style-type: none"> • An engaged and high performing team • Motivated staff who develop and progress through to roles that match their career aspirations
<p>Relationship Management</p> <ul style="list-style-type: none"> • Provide advice to the leadership of ATL on collection movement and loans issues. • Actively contribute to the Registrar community in New Zealand • Manage relationships with other collecting and exhibiting institutions nationally and internationally. • Manage relationships with collection furniture vendors 	<ul style="list-style-type: none"> • ATL management are aware of key challenges of collection registration • ATL benefits from being an active member of the International Registrar community • Constructive and professional relationships with vendors
<p>Continuous improvement</p> <ul style="list-style-type: none"> • Ensure that a process of continuous review and improvement is inherent throughout all elements of collection logistics and storage • Keep up to date with international developments in collection storage and movement 	<ul style="list-style-type: none"> • ATL is drawing on the knowledge and expertise of the Registrar to continually improve

<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
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely. • Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries. • Ensure all hazards are promptly assessed for their significance, and managed 	<ul style="list-style-type: none"> • Health and safety guidelines are followed • Healthy, safe and productive staff

Your delegations as a manager

Human Resources and financial delegations	H
Direct reports	5.5 FTE

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Collection Care Leader	✓	✓	✓	✓		✓
	Collection Care staff	✓	✓	✓	✓		
	Curatorial Services	✓	✓	✓	✓		✓
	Research Enquiry Services	✓	✓		✓		
	Library Assistants	✓	✓	✓	✓	✓	✓
	ATL Leadership team	✓	✓	✓	✓		✓
	Other National Library Staff	✓			✓		
	Collection Delivery Team Leader (National Library)	✓	✓	✓	✓		
	Property Services						
External	Collection storage vendors	✓	✓	✓	✓		
	National and international organisations requesting loans of materials	✓	✓	✓	✓		✓
	Relocation and logistics companies	✓	✓	✓	✓		
	Other heritage organisations	✓	✓	✓	✓		✓

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 combination of Specialist and People Leader</p> <p>Keys to Success:</p> <ul style="list-style-type: none">• Problem solving• Critical thinking• Interpersonal savvy• Navigating complexity• Communicating with influence• Building effective teams• Setting expectations	<p>Experience:</p> <ul style="list-style-type: none">• A minimum of 5 years' experience working with heritage collections• Experience in developing business processes and identifying innovative and cost-effective solutions taking competing priorities into account• A demonstrated ability to manage teams of professional staff.• Experience in writing reports, plans and business cases is highly desirable• Experience in the packing and movement of collection items in various physical formats• Demonstrated experience in arranging the transportation of fragile collection items <p>Knowledge:</p> <ul style="list-style-type: none">• Understanding of the role and purpose of the Alexander Turnbull Library• Understanding of Mātauranga Maori and the need to reflect a Māori perspective• Understanding of preventative conservation• Knowledge and understanding of storage systems and storage planning <p>Skills:</p> <ul style="list-style-type: none">• Demonstrated ability to maintain accurate records, including attention to detail while performing both varied and repetitive tasks• Ability to identify requirements for preventive conservation• Proven ability to work well with, and provide leadership, to others. <p>Other requirements:</p> <ul style="list-style-type: none">• Relevant tertiary qualification within the Library, archives or museum sector