



# Job description

## Haere mai

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

## Conservator, Books and Paper

### Alexander Turnbull Library (ATL), National Library, Information and Knowledge Services

The Conservator, Books and Paper is responsible for ensuring the preservation and conservation of heritage collections in the National Library through remedial treatments, the maintenance of preservation standards, and the development and implementation of conservation management programs, with particular emphasis on book and newspaper collections.

- **Reporting to:** Collection Care Leader
- **Location:** Molesworth Street Wellington
- **Salary range:** Information Management, 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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building

INTERNAL AFFAIRS



Te Tari Taiwhenua

and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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><b>Interventive and preventive conservation of Alexander Turnbull Library (ATL) collections including bound collections and paper based materials.</b></p> <ul style="list-style-type: none"> <li>• In collaboration with Collection Care leader, Conservators and Research Teams, develop and implement conservation programmes that support both preservation and access initiatives of the Library.</li> <li>• Carry out conservation services within the framework of specialist expertise to agreed standards</li> <li>• Provide specialist conservation services for bound and paper based material in National Library collections particularly Manuscript, Rare Books, New Zealand &amp; Pacific Published Collections according to agreed programmes.</li> <li>• Provide advice and collaborate with The Collection Care Leader, Conservators, Research teams on the development of preservation policy and strategy for ATL collections.</li> <li>• Act as an ATL subject matter expert of the relevant systems and processes used to conserve bound and paper based collections.</li> </ul>	<ul style="list-style-type: none"> <li>• ATL requirements for conservation of collections are identified and articulated.</li> <li>• Establishment of new frameworks of specialist expertise in paper and book preservation</li> <li>• ATL collections are conserved according to agreed schedules.</li> <li>• Conservation of ATL collections are completed to agreed standards including: Assessment and appraisal of heritage items; conservation options, treatment measures; organisation and management of work.</li> <li>• Preventive conservation measures are developed to support both preservation and access initiatives including storage, digitisation, and microfilm programmes, Loans and exhibitions,</li> <li>• Conservation Strategy aided in development and communicated based on known state of collections and resources.</li> <li>• Conservation records are maintained according to agreed standard on ATL systems</li> </ul>

What you will do to contribute	As a result we will see
<b>Business Improvement</b> <ul style="list-style-type: none"> <li>Identify and implement, where possible, improvements to tools, workflows and processes involved in conserving collections across the Library</li> <li>Contribute to the development of the laboratories and conservation services in general, working in co-operation with the other Conservators and the Collection Care Leader</li> <li>Support the development and maintenance of laboratories, studios, equipment and the preservation environment.</li> <li>Support and contribute to the development of general Collection Care services</li> <li>Train, coach and supervise conservation technicians, contract workers and interns as required.</li> <li>Provide preservation /preventive conservation training to staff and contractors as required</li> <li>Provide technical advice and assistance to staff and projects working with bound collection materials.</li> </ul>	<ul style="list-style-type: none"> <li>Capability for conserving and digitising ATL collections improves across the library</li> <li>Conservation assets are developed and maintained.</li> <li>Participation in general collection care activities across formats and collections working in cooperation with other conservators.</li> <li>Participation in Disaster planning and response</li> <li>Training provided for staff, contractors and interns</li> </ul>
<b>Relationship Management</b> <ul style="list-style-type: none"> <li>Provide advice to Collection Care, other teams in the Library, on matters relating to conservation preservation.</li> <li>Contribute to preservation in the New Zealand documentary heritage sector through contributing to workshops and presentations.</li> <li>Keep up to date with international developments and engage with colleagues and peer institutions in conservation matters.</li> </ul>	<ul style="list-style-type: none"> <li>Specialist needs of collections are represented across the library</li> <li>Continuous professional development</li> <li>Engagement with professional organisations</li> </ul>
<b>Health and safety (for self)</b> <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	Collection Care Leader	✓	✓	✓	✓		✓
	Collection Care Team	✓	✓	✓	✓		✓
	Research Collections	✓	✓	✓	✓		✓
	DIA shared services (including Property Services)	✓	✓	✓	✓		
	National Library Staff	✓	✓	✓	✓		
External	Clients of the National Library	✓	✓	✓	✓		
	Professional colleagues and organisations	✓	✓	✓	✓		
	Suppliers and contractors	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Level Z
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="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> <ul style="list-style-type: none"> <li>• Minimum of 2 years of professional conservation practice and relevant training</li> <li>• Specific training and experience in conservation theory and materials science for the conservation of paper, books and bound material.</li> <li>• An understanding of and experience in project planning</li> <li>• Highly developed manual dexterity and experience carrying out treatments to a high standard</li> </ul> </li> <li>• <b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Book structures and paper and bookbinding history</li> <li>• Preventive conservation for library materials especially paper based and bound collections.</li> </ul> </li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Knowledge of New Zealand history and cultures.</li><li>• 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.</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Uses appropriate engagement styles and communication methods to influence others.</li><li>• Self-motivated</li><li>• Ability to problem solve</li><li>• Able to communicate sometimes complex technical issues and solutions to a range of different stakeholders</li><li>• Good time management and prioritisation skills</li><li>• Ability to apply new skills and conservation theory to practical situations</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Tertiary qualification or comparable industry experience indicating relevant technical credentials in the conservation of bound material and paper collections.</li><li>• Relevant qualification in conservation or comparable professionally recognised institutional training and experience, including both practical and theoretical conservation theory and materials science.</li></ul>