Job Description

Job Title	Archivist/Archives Advisor
Branch	Knowledge, Information, Research and Technology
Business Group	Archives New Zealand
Reporting to	Managers in Wellington Regional Archivist in Auckland, Christchurch and Dunedin
Location	Wellington, Auckland, Christchurch , Dunedin
Band	Information Management Band F
Date Graded	

Purpose

Position Summary

Archivists/Archives Advisors work in collaboration with other sections of the organisation, government clients, depositors, public users and other key stakeholders to support the operation of the Public Records Act 2005. The work involved includes supporting records creation, designing systems, appraising, accessioning, preserving, describing, maintaining and providing access to records and archives.

An appointment may be made at either Archivist/Archives Advisor, or Senior Archivist/Archives Advisor level. While the core requirements for each position are common, it is expected that an appointee to a senior role will demonstrate a deeper level of knowledge, experience, and leadership ability.

Key Tasks

Archivists/Archives Advisors work across Archives New Zealand in a number of teams each with their own focus. The key tasks will vary according to the focus of their team.

Advise clients on management and use of records / archives
- Provide advice to government agencies, external and internal clients around records/ archives processes and procedures and best practice.
- Answer enquiries and provide research services for archives holdings
- Support records / archives staff in public offices, local authorities and community organisations
- Implement legislative requirements relating to records/archives
- Manage sensitive or restricted records / archives within agreed conditions

Manage Relationships
- Identify and manage opportunities for collaboration with various stakeholders
- Negotiate with agencies regarding access restrictions and transfers
- Collaborate with agencies, the public, Iwi, Hapu and Māori to identify and develop their capabilities and tailor advice and guidance to their particular needs
- Contribute to e-government and digital recordkeeping initiatives
- Coordinate external consultation with affected agencies, users or other major stakeholders

- Establish and lead advisory/reference groups

Continuously Improve Systems, Processes and Tools
- Manage projects according to organisation strategies and methodologies
- Develop standards, guides, and other recordkeeping advice publications
- Research, analyse and evaluate technical aspects of recordkeeping
- Maintain knowledge of evolving technologies and the recordkeeping environment
- Develop and implement standards around archival processes and practice
- Identify areas for improvement
- Assist with the specification, development and testing of new systems and tools
- Monitor and update archival standards, tools and procedures including providing support and training
- Identify opportunities for developing online channels of archival discovery and respond to the changing digital environment

Communication and Promotion
- Give public presentations, deliver talks, workshops, tours
- Write and edit reports, standards, guides, advice and articles for publication
- Develop and maintain content on Archives New Zealand websites
- Manage events including forums, seminars, launches, conference stands
- Contribute to Archives New Zealand's training delivery
- Encourage and enable the management and use of records / archives by government and the general public, including for research and publication

Control and Describe Records / Archives
- Capture, analyse, organise and record information that serves to identify, manage, locate and explain archival materials and the context of records.
- Create finding aids and other tools, to facilitate access to the informational content of records and archives.
- Document the organisational, functional and operational context surrounding records' creation, receipt, storage, or use, and its relationship to other records.

Manage and Preserve Records / Archives
- Maintain the physical control and security of records/archives in various formats (e.g. paper and digital) according to agreed processes and procedures
- Supervise and provide training on the handling of records/archives by agencies, staff, public users, volunteers and other organisations
- Support transfers and deposits by advising on the handling and packaging of records and archives
- Identify and provide advice on preservation issues and format specific risks for records and archives and liaise with preservation specialists (including digital preservation specialists)

Manage Disposal of Records
- Review appraisal reports and disposal authorities
- Undertake or contribute to the development of appraisals of records and of record disposal schedules
- Assist agencies with interpretation and application of records disposal schedules, to enable the transfer of records

Health & Safety (for self)
- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies

- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

Key Relationships

Internal
- Managers and staff within various teams within Archives New Zealand
- Archives NZ Audit and Monitoring staff
- Government Technology Services, Government Information Services, and Office of GCIO
- Government Digital Archive Programme staff
- National Library and Alexander Turnbull Library staff

External
- Members of the public- readers and researchers
- Public offices (including government departments, State enterprises, Crown entities, tertiary education institutions, district health boards, and schools)
- Local authorities and local government agencies
- Community organisations with an interest in archives and information management
- International archives and records authorities, and information management professional associations
- Other stakeholders such as major records/archives user groups, Iwi, Hapu and other Māori groups

Reporting Relationships

Staff Management

Number of direct reports	n/a
Number of staff reporting to the direct reports	n/a

Delegations

Human Resources Delegations	No
Financial Delegations	No

Person Specification

	Essential	Desirable
Experience		
Previous experience of some of the following would be an advantage:		
Delivering a service and working with customers		*
Working with archives, records, information or data analysis		*
Working in the public sector		*
Knowledge		
The following knowledge areas are essential for the role and may be developed on the job:		
Archival and/or recordkeeping theory and practice	*	
A working knowledge of archives and records management systems	*	
A working knowledge of relevant legislation: Public Records Act 2005, Privacy Act, Copyright Act, Official Information Act	*	
Understanding the principles of the Treaty of Waitangi and how they apply to the role	*	
Understanding the Government Sector, its development and functions	*	
Application of digital technology for the creation and access of records and archives	*	
Project management skills	*	
Skills		
The following skills are a pre-requisite for the role:		
Analysis, problem solving and decision making	*	
A high level of written and oral communication	*	
Ability to adapt effectively to changes	*	
Establishing and maintaining collaborative working relationships	*	
Managing time to ensure that tasks are completed efficiently	*	
Customer focus	*	
Using initiative; seeing opportunities and taking prompt action	*	
Strong competence and interest in ICT	*	

Education and Professional Memberships		
A university degree is required	*	
A postgraduate qualification in archives, records, or information management is a considerable advantage.		*

Motivation

In this role the Archivist/Archives Advisor needs to enjoy:

Providing quality customer service

Working on a variety of tasks

Following procedures

Adapting to frequent change

Taking responsibility for decisions

Other

Security Clearance	*	

DIA Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

The competencies required for this job are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust
	Ethics and Values
Intelligence	Learning on the Fly
Emotional Maturity	Self Knowledge
	Composure
Talent to Execute	Customer Focus Planning
	Functional Technical Skills
	Priority Setting
	Written Communications
Positive Energy	Perseverance
Managing Diverse Relationships	Interpersonal Savvy

Competency Cluster	Competency
Managing Complexity	Problem Solving
	Dealing with Ambiguity
Achieves Effectiveness for Māori	Effectiveness for Māori

Integrity

This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.

Intelligence

This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

Emotional Maturity

This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.

Talent to Execute

This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.

Positive Energy

This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.

Edge

This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.

Managing Diverse Relationships

This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.

Managing Complexity

This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisational perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.

Achieves Effectiveness for Māori

Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service. (Please note that this competency is not part of the Lominger Competency suite)