



# Job description

Haere mai

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

## Archivist/Archives Advisor (Project)

### Archives New Zealand, Information and Knowledge Services

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.

Archives New Zealand is undertaking a transformational programme of work in support of the Archives 2057 Strategy. One of the workstreams in this programme is to ensure that our holdings in our Wellington repository are ready for any future changes in our premises and services required by the Preserving the Nation's Memory Project (PtNM).

The Archivist/Archives Advisor (Project) will support the PtNM Business Readiness Team by ensuring records are appropriately listed and managed in accordance with our standards, systems and processes. They will also advise and support the delivery of a number of project workstreams, including records management, appraisal and disposal activities, repository management and relocation.

- **Reporting to:** Team Leader, Business Readiness
- **Location:** Wellington
- **Salary range:** Information Management Band F

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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



Te Tari Taiwhenua  
Internal Affairs

**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. 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 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>Control and describe records/archives</b></p> <ul style="list-style-type: none"> <li>• Capture, analyse, organise and record information that serves to identify, manage, locate and explain archival materials and the context of records</li> <li>• Create finding aids and other tools, to facilitate access to the informational content of records and archives</li> <li>• Document the organisational, functional and operational context surrounding records' creation, receipt, storage, or use, and its relationship to other records</li> <li>• Contribute to planning and implementation of repository surveys, and the Business Readiness workstreams</li> <li>• Contribute to AIMS development and ensure that business systems support the Business Readiness workstreams and relocation of holdings</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate documentation and description of records</li> <li>• New system (AIMS) meets requirements</li> <li>• Reports as required</li> <li>• A work plan and regular detailed updates</li> </ul>
<p><b>Manage and preserve records</b></p> <ul style="list-style-type: none"> <li>• Maintain the physical control and security of records/archives in various formats (e.g. paper and digital) according to agreed processes and procedures</li> <li>• Supervise and provide advice on the handling and packaging of records/archives</li> <li>• Identify and provide advice on preservation issues and format specific risks for records and archives and liaise with preservation specialists (including digital preservation specialists)</li> <li>• Undertake or contribute to the development of appraisals of records and application of disposal schedules</li> <li>• Manage sensitive or restricted records within agreed conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Preservation standards are maintained for all records</li> <li>• Records are handled and packaged correctly</li> <li>• Correct procedures for appraisal and disposal of records is followed</li> </ul>
<p><b>Manage relationships</b></p> <ul style="list-style-type: none"> <li>• Advise and assist colleagues</li> <li>• Identify and manage opportunities for collaboration with staff and various stakeholders</li> <li>• Maintain and promote harmonious working relationships with the team</li> <li>• Assist with training new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Information is shared across the business</li> <li>• A strong and functional team</li> <li>• Effective working relationships are maintained with both internal and external stakeholders</li> <li>• Work is collegial with others</li> </ul>

What you will do to contribute	As a result we will see
<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	Business Readiness Team	✓	✓	✓	✓		
	Team Leader Business Readiness	✓	✓	✓	✓		✓
	Archives Leadership Team	✓			✓		✓
	PtNM Project Manager	✓	✓	✓	✓		✓
	Preservation & Digitisation Lead	✓	✓		✓		
	Archives Holdings Specialist	✓	✓		✓		
	Transformation Directorate	✓	✓	✓	✓		
	PtNM Project Team	✓	✓	✓	✓		
	Operational Support Services and Holdings & Discovery Directorate, Disposal & Acquisition	✓	✓	✓	✓		✓
External	External contractors	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	n/a
Direct reports	n/a

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>	<p><b>Experience:</b></p> <p>Previous experience of some of the following would be an advantage</p> <ul style="list-style-type: none"> <li>Working with archives, records, information or data analysis</li> <li>Working in the public sector</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Archival and/or recordkeeping theory and practice</li> <li>A working knowledge of archives and records management systems</li> <li>A working knowledge of relevant legislation: Public Records Act 2005, Privacy</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>Act, Copyright Act, Official Information Act</p> <ul style="list-style-type: none"><li>• Understanding the principles of the Treaty of Waitangi and how they apply to the role</li><li>• Understanding the Government Sector, its development and functions</li><li>• Application of digital technology for the creation and access of records and archives</li><li>• Project management skills</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Analysis, problem solving and decision making</li><li>• A high level of written and oral communication</li><li>• Ability to adapt effectively to changes</li><li>• Establishing and maintaining collaborative working relationships</li><li>• Managing time to ensure that tasks are completed efficiently</li><li>• Using initiative; seeing opportunities and taking prompt action</li><li>• Strong competence and interest in ICT</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A university degree is required</li><li>• A postgraduate qualification in archives, records, or information management is a considerable advantage</li></ul>