



Job description

Haere mai

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

Senior Archivist/Archives Advisor

Archives New Zealand, Information and Knowledge Services

Senior Archivists/Archives Advisors work collaboratively to support the implementation of the Public Records Act 2005 and promote best practice government information management.

Senior Archivists/Archives Advisors provide thought leadership and promote innovation in the management, access and storage of archival holdings. They drive result focused solutions and develop strategies to resolve complex problems, balancing customer needs and organisational priorities. Senior Archivists/Archives Advisors actively contribute to the development of organisational and staff capability and contribute to broader information management work within DIA and the broader sector.

- **Reporting to:** Managers in Wellington, Regional, and Assistant Regional, Archivists
- **Location:** Wellington, Auckland, Christchurch, Dunedin
- **Salary range:** Information Management G

Senior Archivists/Archives Advisors work in a range of different roles and teams across Archives NZ. The specific contribution made by each Senior Archivist/Archives Advisor will depend on their team and assignment. This job description provides a summary of all the core functions undertaken by Senior Archivists/Archives Advisors.

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



Te Tari Taiwhenua
Internal Affairs

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.

Areas for contribution - dependent on team and role assignment

What you will do to contribute	As a result we will see
<p>Develop, advise on, and promote best practice in government information management</p> <ul style="list-style-type: none"> • Give effect to relevant legislative provisions • Develop and promote information management standards, policies and guides– including undertaking external consultation and establishing advisory/reference groups as appropriate • Develop and maintain content on Archives NZ’s websites, social media and other online resources • Provide advice and support to regulated parties and Māori to meet legislative responsibilities and achieve best practice • Monitor regulated parties and undertake activity to achieve regulatory compliance • Make decisions on complex issues which may require in-depth knowledge or the interpretation of rules and guidelines • Deliver presentations, papers and participate in events to promote best practice • Undertake quality assurance to ensure clear and consistent information and advice is well targeted to the audience • Collaborate with organisations, the public, Iwi, Hapu Māori to develop their capabilities and tailor advice and guidance to their needs 	<ul style="list-style-type: none"> • Development of standards, policies and guidance is forward thinking and includes appropriate consultation • Stakeholders are actively engaged in development of standards, policies and guides • Compliance requirements and best practice are well understood in the sector • Regulatory compliance • Communication/promotion material is clear and designed for the target audience • Quality content is provided to a wide range of events and publications which profile Archives NZ and best practice government information management
<p>Manage transfer of information and records to Archives NZ</p> <ul style="list-style-type: none"> • Plan and manage the transfer of government information and records from public offices to Archives NZ and approved repositories • Work with public offices to develop their capability to transfer records • Improve or develop solutions and resources including tools, forms and templates that enable efficient and effective transfer • Negotiate with organisations regarding access restrictions and transfers • Support transfers by advising on the processes and conditions for, and description of, information and records 	<ul style="list-style-type: none"> • Quality assurance occurs for all aspects of the transfer process • Transfers are well-planned, well-managed and timely • Complex and/or ambiguous issues are identified and responsibility is taken for resolving these in a timely manner • Access restrictions are appropriate • Public offices have a clear understanding of the requirements for transfer

What you will do to contribute	As a result we will see
<p>Manage disposal of information and records</p> <ul style="list-style-type: none"> • Lead or contribute to the development of appraisals of information and records and disposal schedules • Improve or develop solutions and resources including tools, forms and templates that assist with identifying and evaluating information to determine appropriate disposal • Review appraisal reports and disposal schedules • Assist organisations with interpretation and application of disposal schedules to enable the appropriate transfer or destruction of information and records 	<ul style="list-style-type: none"> • Quality assurance and oversight of all appraisal and disposal decisions • Quality review of formally submitted appraisal reports and disposal schedules • Complex and/or ambiguous issues are identified and responsibility taken for resolving these
<p>Describe archives to facilitate access</p> <ul style="list-style-type: none"> • Capture, analyse, organise and record information to identify, manage, locate and explain archives and their context, to facilitate access • Document the organisational, functional and operational context surrounding an archive's creation, receipt, storage, or use, and its relationship to other archives • Supervise and provide training on the description of archives for organisations, staff and volunteers 	<ul style="list-style-type: none"> • Quality assurance and oversight of the contextual and descriptive information on archives in the archives management system • Archives are easier to locate in a search of the archives management system • Contextual documents are available to the public in a timely manner • Complex and/or ambiguous issues are identified and responsibility taken for resolving these
<p>Manage and preserve archives</p> <ul style="list-style-type: none"> • Work with colleagues across Archives NZ and other organisations to ensure that archives are appropriately managed and preserved • Manage sensitive or restricted archives within agreed conditions 	<ul style="list-style-type: none"> • Consistent, quality advice and guidance are provided • Complex and/or ambiguous issues are identified and responsibility is taken for resolving these • Sensitive records are managed within agreed conditions
<p>Facilitate access to archives</p> <ul style="list-style-type: none"> • Identify opportunities to enhance customer focused online channels to improve access to archives • Answer enquiries and provide research services for archives holdings • Develop and maintain content on Archives New Zealand's websites and social media • Encourage and enable the use of archives by government and the public 	<ul style="list-style-type: none"> • Stakeholders know what archives are held, how to locate and access these • Timely responses to requests from stakeholders • Oversight of the support provided to stakeholders who carry out independent research • Specified access restrictions are appropriately managed

Areas of contribution - all Senior Archivists/Archives Advisors

What you will do to contribute	As a result we will see
<p>Continuous improvement</p> <ul style="list-style-type: none"> • Maintain knowledge of evolving techniques and technologies for information management and access • Research, analyse and evaluate aspects of information management • Review standards, policies and tools to ensure they remain current and relevant • Identify areas for improvement and innovation across the information lifecycle including Standing Operating Procedure • Lead and manage projects and project teams according to organisation policies and methodologies • Assist with the specification, development and testing of new processes, systems and tools 	<ul style="list-style-type: none"> • Knowledge of emerging trends and best practice is used to innovate and provide thought leadership to achieve desired organisational outcomes • Projects are well planned, led and managed using project management methodologies • Project leads work with managers to ensure conflicting work priorities for staff are managed • Critical thinking is applied to a wide variety of challenges, opportunities and problems • Guidance is provided to Archivists/Archivist Advisors and others to develop their knowledge of systems, processes and tools
<p>Build organisation and team capability</p> <ul style="list-style-type: none"> • Demonstrate leadership through contributing to the development of Archives NZ's strategic direction and priorities • Undertake quality assurance and review • In collaboration with Managers, coach/mentor Archivists/Archives Advisors • Within own team, review, propose and implement improvements to processes, procedures and systems • Work with colleagues across Archives NZ to identify linkages and determine solutions to improve overall end to end organisational performance • Work collaboratively and purposefully with colleagues across Archives NZ and the wider DIA to increase understanding of information management and deliver on desired outcomes 	<ul style="list-style-type: none"> • Active engagement in discussions on Archives NZ's strategic direction • Championing the strategic direction and working with others to increase their understanding of how their work contributes • Collaboration across teams to develop improvements to advance organisational priorities and desired outcomes • Quality assurance is a standard part of business as usual - constructive feedback is routinely sought and provided as part of projects and larger pieces of work • Archivists/Archives Advisors learning new skills and increasing their knowledge
<p>External stakeholder engagement and representation</p> <ul style="list-style-type: none"> • Establish good working relationships with key agencies in order to contribute to relevant information management initiatives (eg e-government and digital information management initiatives) • Maintain effective working relationships with public offices, local authorities and other key stakeholders • Represent Archives New Zealand to advance government information management in the wider community • Actively participate in the archives professional community 	<ul style="list-style-type: none"> • Active participation in relevant initiatives – including e-government and digital information management initiatives • Represent Archives NZ's interests actively and confidently in external engagement • Purposeful and effective relationships with a range of internal and external stakeholders to support the Chief Archivist's role

What you will do to contribute	As a result we will see
Health and safety (for self) <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Managers and staff in all teams within Archives New Zealand	✓	✓	✓	✓		✓
	Other DIA business groups – in particular: Technology Services and Solutions (TSS) Legal Services						
	Government Chief Information Office (GCIO)	✓	✓	✓	✓		✓
	Government Chief Privacy Office (GCPO)						
	Government Information Services (GIS) National Library and Alexander Turnbull Library staff						
External	Members of the public - readers and researchers, user groups	✓	✓	✓	✓		✓
	Public offices	✓	✓	✓	✓		✓
	Local authorities and local government agencies	✓	✓	✓	✓		✓
	Community organisations with an interest in archives and information management	✓	✓	✓	✓		✓
	Other archives authorities, and information management professional associations	✓	✓	✓	✓		✓
	Iwi, Hapu and other Māori groups	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Customer focused service delivery • Working with archives, records, information or undertaking data analysis high desirable • In archives, galleries, libraries, museums and/or government an advantage <p>Knowledge:</p> <ul style="list-style-type: none"> • Archival and/or information management theory and practice • A working knowledge of relevant legislation: Public Records Act 2005, Privacy Act 1993, Copyright Act 1994, Official Information Act 1982 • Understanding the principles of the Treaty of Waitangi/Te Tiriti O Waitangi and how they apply to the role • Understanding the Government Sector, its development and functions • Application of digital technology for the creation of and access to records and archives • Project management disciplines <p>Skills:</p> <ul style="list-style-type: none"> • Strategic thinking – ability to see the big picture and linkages between topics/issues • Well-developed analytical, problem solving and decision making skills • A high level of written and oral communication • Effective time management • Initiative and good judgement • Ability to work collegially and collaboratively with others (within and across organisations) to achieve results • Ability to adapt effectively to changes <p>Other requirements:</p> <ul style="list-style-type: none"> • A relevant tertiary qualification or equivalent experience