



Job description

Haere mai

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

Team Leader Digitisation

Archives New Zealand, Information and Knowledge Services

The Team Leader Digitisation manages the systematic bulk digitisation of prioritised records to facilitate increased online access. The Team Leader establishes standards, systems and processes to ensure that records are appropriately listed, digitised, and ingested into the Government Digital Archive. The Team Leader actively manages and monitors the workflow and quality of the Digitisation Team. The role also manages key relationships with the relevant Archives NZ business as usual functions to ensure a smooth end to end process.

- **Reporting to:** Director Transformation
- **Location:** Wellington
- **Salary range:** Delivery 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. 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>People Leadership</p> <ul style="list-style-type: none"> • Recruit, lead and manage staff and contractors in line with HR guidelines and the People Leader profile of the DIA Capability Framework • Determine resource/work allocation across the team • Set clear expectations, monitor team performance and provide constructive feedback and coaching to support high performance • Motivate, enable and engage staff to achieve results • Lead all team members in a manner which fosters a positive culture and environment that is consistent with the principles and behaviours of the Department and leads to a highly engaged work force • Manage the performance, development and training of staff in accordance with DIA processes 	<ul style="list-style-type: none"> • Engaged and motivated skilled staff who thrive on achieving results • Behaviour as a people leader in line with the DIA Capability Framework • Regular culture and engagement activities are undertaken.
<p>Operational Leadership</p> <ul style="list-style-type: none"> • Lead and drive the Digitisation projects and team; • Establish digitisation projects – including scoping of work, budget, resource requirements, recruitment of staff, procurement of equipment, establishment of work environment; • Project management; • Manage rosters and rotations • Establish and document processes and standards to ensure digitisation meets quality and timeliness requirements • Manage and monitor referral of items requiring specialist treatment • Forecast, manage and monitor workflow and pipeline progress; • Collect daily production/output statistics; • Identify opportunities to improve business processes and productivity while ensuring a quality outcome • Identify risks and ensure appropriate mitigation/management • Quality assurance and management of the ingest of digital records • Manage the relationship with business as usual functions – in particular: <ul style="list-style-type: none"> ○ Operational Support for the retrieval and return of physical records from/to the repository; ○ Preservation and Repository Services for items 	<ul style="list-style-type: none"> • Quality processes, procedures and standards for digitisation • A well-managed projects of digitisation which meets quality and timeliness standards • Collaboration with Archives NZ’s business as usual functions • Issues and risks appropriately managed or escalated

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<ul style="list-style-type: none"> requiring specialist treatments ○ Description and Discovery on issues related to the description of records; and ○ Systems, Strategy and Standards to ensure that records are successfully ingested into the Government Digital Archive. • Contribute to business planning and budgeting for the Transformation Programme Team • Meet all reporting requirements 	
Relationship Management <ul style="list-style-type: none"> • Build and maintain effective working relationships with managers and staff across Archives NZ • Manage relationships with external vendors and suppliers • Liaise, and work collaboratively, with subject matter experts in other teams within Archives NZ 	<ul style="list-style-type: none"> • Other teams across Archives NZ contributing to, and supporting, the digitisation project within project timelines
Health and safety (for self and team) <ul style="list-style-type: none"> • Take responsibility for keeping self and team free from harm • Ensure staff are informed of Health and Safety requirements in the workplace and are equipped to carry out their work safely 	<ul style="list-style-type: none"> • All requirements of DIA's Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Managers and staff teams within Archives New Zealand	✓	✓	✓	✓		✓
	Other DIA business groups – in particular: National Library and Alexander Turnbull Library staff						
	Technology Services and Solutions (TSS) Shared Services Branch – Procurement, Property, Human Resources, Finance	✓	✓	✓	✓		
External	Vendors and suppliers			✓	✓	✓	

Your delegations	
Human Resources	F
Direct reports	12-13

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 People leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Managing and measuring work • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience in successfully managing people and leading others towards the achievement of goals desirable • Working with archives, records, information or undertaking data analysis high desirable • Experience in digitising records according to specified standards and requirements desirable • Experience in logistics or operational management <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of the application of digital technology for the creation of and access to records and archives • Understanding of safe handling techniques for the protection of records and archives • Understanding of preservation principles is desirable <p>Skills:</p> <ul style="list-style-type: none"> • Ability to drive for results • Strong operational planning, resource and task management skills - as demonstrated by the ability to prioritise and manage several tasks simultaneously • Ability to motivate and manage a diverse group of people • Superior problem solving skills with a demonstrated ability to quickly understand complex information and systems, and to apply this understanding to develop effective solutions • Excellent communication and relationship management skills – able to establish, build & manage relationships at all levels • Ability to work collegially and collaboratively with others (within and across organisations) to achieve results