



Job Description

Job Title	Team Leader, Film Preservation Laboratory
Branch	Information and Knowledge Services
Business Group	Archives New Zealand
Reporting to	Manager Preservation and Repository Services
Location	Wellington
Grade	Delivery Band G

Purpose

The Team Leader Film Preservation Lab is responsible for providing a high quality timely film preservation service for the Archives New Zealand Film Holdings in the Holdings and Discovery Directorate of the Wellington Office of Archives NZ.

Key Tasks

Operations and Production

- Work with the Film Lab team to determine the operational and production requirements of the Film Lab operation.
- Develop a plan and schedule to meet the primary function of the Lab project which is to preserve the Archives New Zealand Film Holdings
- Manage the priorities and workload of the Film Lab team to ensure that agreed production levels are maintained.
- Establish and maintain a financial and operational monitoring and reporting regime that will align with the requirements of the Department's EPMO reporting system for projects.
- Maintain the Film Lab Operational Manual up to date and ensure that stock levels of all products required for Film Preservation are maintained at the required levels to ensure continuity of production.
- Manage the Hazardous substances in terms of chemical handling and health and safety to the highest standards to ensure safety within the Lab of the staff and the Archives at all times.

Team Management

- Be responsible for the day-to-day management of the team
- Determine resource/work allocation across the team
- Establish and develop a resilient and agile team culture based on capability development, best-practice, continuous improvement and goal achievement
- Recruit, support and retain high performing staff

- Develop and train staff so that is a feasible succession plan and appropriate cover in place for all responsibilities within the Film Lab processes.
- Ensure that people in the team are motivated and engaged, and foster a collegial and professional team culture
- Manage the performance of people in accordance with Department of Internal Affairs, (DIA)'s Performance Management System
- Foster a strong service ethic – developing a quality-orientated, timely and service focused approach
- The Team Leader is accountable for effectively managing their team; and maintaining good relationships with colleagues across Archives NZ and the wider department

Business Planning and Budgeting

- Participate in the annual strategic planning, accountability and business planning processes for the Business Unit
- Ensure that new initiatives meet project management requirements and are reflected in the wider planning and work allocation processes
- Assist to manage within the Group budget by demonstrating financial prudence at all times
- Complete all reporting requirements
- Provide input into the development of the budget and financial reporting for the Strategy and Operational Services Group

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

Health & Safety (for the team)

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensure all hazards are promptly assessed for their significance, and managed

Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal						
Manager Preservation and Repository Services	✓			✓		✓
Archives Senior Leadership Team	✓			✓		✓
Film Lab Team		✓	✓	✓	✓	
Holdings and Discovery and Client Capability	✓	✓	✓	✓		✓
Preservation team	✓	✓	✓	✓		
Property and Facilities		✓	✓	✓		
Wider DIA		✓		✓		
External						
Contractors	✓	✓	✓	✓	✓	

Accountabilities and Delegations

Staff Management

Number of direct reports	6.5
Total number of staff reporting	6.5

Delegations

HR	F
Security Level	N/A

Person Specification

Experience

- Experience in successfully managing people and leading others towards the achievement of goals
- Experience in working with a team to develop skills and increase people development
- Experience in leading, coaching and/or mentoring teams and individuals

- Significant experience of operating in complex environments with multiple objectives and clients
- Repository or archival experience is desirable but not essential
- Experience in logistics or operational management

Knowledge

- An awareness and understanding of the preservation of Archives is desirable
- Knowledge of and understanding of planning and management of projects
- Understanding of workflow management
- Understanding of production management and resource allocation approaches
- An understanding or knowledge of the film industry would be an advantage.

Skills

- Ability to develop and manage a diverse group of people
- Excellent relationship management skills – able to establish, build & manage relationships at all levels
- Superior problem solving skills with a demonstrated ability to quickly understand complex information and systems, and to apply this understanding to develop effective solutions
- Strong operational planning, resource and task management skills - as demonstrated by the ability to prioritise and manage several tasks simultaneously
- Excellent communication skills - ability to clearly and accurately convey information to people at all levels
- Strong customer service focus - a commitment to understanding client business needs and using this information to deliver an effective service
- Strong interpersonal skills - negotiation and influencing skills, able to adapt style and approach to audience

Education or Experience

- Relevant work experience

Competencies

The Competencies** required for this role consist of both core Departmental and job specific competencies. 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
Edge	Managerial Courage Standing alone
Emotional Maturity	Self Knowledge

	Composure
Managing Complexity	Problem solving Dealing with ambiguity
Talent to Execute	Customer focus Planning Priority setting
	Functional/Technical Skills
Positive Energy	Perseverance
Managing Diverse Relationships	<i>Interpersonal Savvy</i>
Managing and Developing People	<i>Developing direct reports and others</i>
Achieves Effectiveness for Māori	<i>Effectiveness for Māori</i>

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**Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.