



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 Conservator Preventive Conservation - Kaitauwhiro Ārai Tupuheke Matua

Alexander Turnbull Library, National Library, Information & Knowledge Services

The Senior Conservator Preventive Conservation leads, develops and implements the preventive conservation activities for the Alexander Turnbull Library Collections in collaboration with stakeholders. They assist with the formulation of policy and procedure and take a lead role in promoting and communicating preventive conservation to the Library and Department. As part of the Collection Care team, this is a key position in the Alexander Turnbull Library that enables the Library to collect, preserve, protect, and make accessible an amazing collection of documentary heritage and tāonga relating to New Zealand and the Pacific.

- **Reporting to:** Collection Care Leader
- **Location:** Wellington
- **Salary range:** Information Management H

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. 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>Preventive Conservation of ATL collections</p> <ul style="list-style-type: none"> • Act as a subject matter expert on preventive systems and processes used to preserve or protect collections • Provide advice and collaborate with The Collection Care Leader (CCL) and National Library staff on the development of preservation policy and strategy for ATL collections • Carry out conservation risk analysis and assessments • In collaboration with stakeholders: develop, implement, manage, and communicate preventive conservation programmes including but not limited to; <ul style="list-style-type: none"> ◦ Emergency planning ◦ Environmental management ◦ Contractor management ◦ Storage and packaging systems ◦ Integrated pest management • Support ATL programmes which improve access to collections including but not limited to; <ul style="list-style-type: none"> ◦ Collection Handling ◦ Digitisation or copying ◦ Loans and Exhibitions • In collaboration with library staff, help deliver preventive conservation, collection care and housekeeping training to staff and collection users, including giving presentations and advice as appropriate 	<ul style="list-style-type: none"> • ATL requirements for preventive conservation of collections are identified and articulated • Establishment of new frameworks of specialist expertise in preventive conservation (develop and deliver new KPI) • Preventive conservation strategy developed and communicated based on known state of collections and resources • Risks to collections from agents of deterioration are documented and assessed • ATL preventive conservation programmes completed according to agreed schedules • Library access initiatives are supported • National and International standards are applied in the Conservation of collections including: assessment and appraisal; conservation options, treatments measures; organisation and management of work • All conservation activities are carried out in accordance with the New Zealand Conservators of Cultural Material (NZCCM) Code of Ethics • Appropriate training provided for staff, contractors and interns • Conservation records are maintained according to agreed standard on ATL systems

What you will do to contribute	As a result we will see
<p>Business/Continuous Improvement</p> <ul style="list-style-type: none"> • Identify and implement, where possible, improvements to tools, workflows and processes involved in conserving collections across the Library • Support or manage the development and maintenance of specialist equipment for the preservation environment • Support and contribute to the development of general Collection Care services • Ensure that a process of continuous review and improvement is inherent throughout all elements of Preventive conservation • Keep up to date with international developments in conservation 	<ul style="list-style-type: none"> • Capability for preservation/conserving ATL collections improves across the Library and the Department • Conservation assets are developed and maintained • Effective participation in general collection care activities across formats and collections • The knowledge and expertise of the Senior Conservator contributes to continuous improvement across the Library and Department • Continuous professional development
<p>Relationship Management</p> <ul style="list-style-type: none"> • Provide advice to the leadership of ATL and NL on preservation/ preventive conservation issues. • Support and promote preservation policy across the Department by developing strong relationships with DIA stakeholders including Property Services, Archives NZ, and technology services • Be a leader in conservation in the New Zealand documentary heritage sector through delivering workshops and presentations on areas of specialism. • Actively contribute to the conservation community in New Zealand • Maintain relationships with other heritage institutions nationally and internationally. Keep up to date with international developments and engage with colleagues and peer institutions • Maintain relationships with conservation materials, equipment and service vendors 	<ul style="list-style-type: none"> • ATL management are aware of key issues and challenges of preventive conservation • Key relationships across DIA developed and maintained • ATL benefits from being an active member of the International Conservation community • Library outreach programmes are supported • Constructive and professional relationships with vendors and service providers

What you will do to contribute	As a result we will see
<p>Team management or Supervision</p> <ul style="list-style-type: none"> • Deputise when required for CCL, or Senior Conservators • Be responsible for the day-to-day management of the team • Provide coaching and mentoring to the team assist with the supervision of interns, • Ensure performance agreements and development plans are in place for all staff to maintain and build the capability of the team • Motivate staff and foster a collegial and professional team culture • Foster a strong service ethic - developing a quality-orientated, timely and service focused approach 	<ul style="list-style-type: none"> • An engaged and high performing team • Motivated staff who develop and progress through to roles that match their career aspirations
<p>Health and safety (for self)</p> <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 • Participation in Collection Care specific Health & Safety training
<p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<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	Collection Care Leader	✓	✓	✓	✓		✓
	Conservation team	✓	✓	✓	✓		
	Registrar Team	✓	✓	✓	✓		
	Conservation technician, volunteers, interns	✓	✓	✓	✓	✓	
	ATL Research Collections & Inquiries	✓	✓	✓	✓		✓
	NL Content Services teams	✓	✓	✓	✓		✓
	Other DIA shared services		✓		✓		
External	Public using collections	✓	✓	✓	✓		✓
	Other heritage organisations	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Z
Direct reports	0-5

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> <p>Specialist</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Requirements:</p> <ul style="list-style-type: none"> • Recognised professional qualification in conservation • Membership and participation in professional conservation associations <p>Experience:</p> <ul style="list-style-type: none"> • A minimum of 5 years' experience working professionally as a conservator with significant experience managing preventive conservation projects • A demonstrated ability to collaborate with teams of professional staff • Proven ability to provide leadership to others. • Experience in writing reports, plans and business cases • Experience in developing business or conservation processes and identifying innovative and cost-effective solutions taking competing priorities into account <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of the role and purpose of the Alexander Turnbull Library

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Understanding of Mātauranga Maori and the need to reflect a Māori perspective.• Knowledge of Tikanga Māori is highly desirable• Knowledge of the history and material science of library collections/objects• Health & Safety practices and legislation relevant to role <p>Skills:</p> <ul style="list-style-type: none">• Communication Skills including the ability to communicate complex technical issues and solutions to a range of different stakeholders• Project and Personnel management including time management and prioritisation skills• Demonstrated ability to maintain accurate records• Good presentation and training skills