



# Job description

## Haere mai

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

## Regional Archivist

### Archives New Zealand, Information and Knowledge Services

The Regional Archivist is a vital member of the Archives Leadership Team (ALT) and represents the Chief Archivist in the region. The Regional Archivist provides a regional presence that is responsible for the implementation of Archives New Zealand policies and services outside of the Wellington region

This is achieved through:

- providing secure and effective care, control, custody of and equitable access to the public archives in the region
- providing of a full range of archives services and regulatory services at the local level
- providing a conduit for communication to and from the regional community and Archives New Zealand and
- providing advice to the Chief Archivist and ALT colleagues on regional issues and regional views on national issues

The Regional Archivist is responsible, as a member of the Archives Leadership Team (ALT), for implementing strategic directions and for managing the provision of strategic advice to assist the Chief Archivist and the ALT to effectively lead the organisation.

As a member of the Archives Leadership Team, the Regional Archivist is a senior leadership role.

- **Reporting to:** Chief Archivist/General Manager
- **Location:** Archives New Zealand, Auckland, Christchurch & Dunedin
- **Salary range:** Information Management I

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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.



**Te Tari Taiwhenua**  
**Internal Affairs**

## 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

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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>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>Actively contribute as a member of the Archives Leadership Team to the setting and implementation of the strategic direction of Archives NZ</li> <li>Work closely with the Chief Archivist and other senior managers of Archives NZ taking a whole of organisation branch approach to management and delivery of outcomes</li> <li>Champion the Archives 2057 strategy and support the associated Transformation Directorate</li> <li>Lead and contribute to the annual strategic planning, accountability and business planning process for Archives NZ, IKS and DIA</li> <li>Demonstrate leadership support for all Branch and Departmental initiatives and organisational development activities, modelling expected behaviours to managers and staff</li> <li>Ensure that Departmental and Archives policies and procedures are followed consistently</li> </ul>	<ul style="list-style-type: none"> <li>A clear strategic direction for Archives NZ which is aligned with wider Departmental priorities and outcomes</li> <li>The Chief Archivist, leadership team and staff value the strategic advice and guidance provided</li> <li>Archives NZ staff are committed to the strategic direction and actively contribute to its achievement</li> <li>Information management strategies and services across DIA are aligned and joined up</li> <li>A programme of transformational change that is strategically aligned to Archives 2057</li> <li>A continuously context-relevant and environment-specific strategy for Archives NZ</li> <li>Staff and managers see leadership and behaviour modelled in a way that is consistent with the Department's principles</li> <li>Archives is known for following appropriate policies and procedures</li> </ul>
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Work with DIA property to ensure Archives New Zealand facilities are maintained to a high standard and planned maintenance programmes are in place</li> <li>Ensure PRA regulatory requirements are met by local authorities and public offices</li> <li>Ensure archives repositories are maintained to the required standards.</li> </ul>	<ul style="list-style-type: none"> <li>Active repository management using all available tools</li> <li>Current and future space required to safely house, and access archives is developed and maintained to required standards.</li> </ul>
<p><b>Regional Services</b></p> <ul style="list-style-type: none"> <li>Ensure services are effective and fit for purpose</li> <li>Ensure services respond to environment and policy changes</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Archives systems and are fit for purpose and leveraged for continuous improvement</li> </ul>

What you will do to contribute	As a result we will see
<p><b>People Leadership &amp; Management</b></p> <ul style="list-style-type: none"> <li>• Recruit, lead and manage staff and contractors in line with HR guidelines and the People Leader profile of the DIA Capability Framework</li> <li>• Establish and develop a resilient and agile unit culture based on capability development, best-practice, continuous improvement and goal achievement</li> <li>• Foster a strong service ethic – developing a quality-orientated, timely and service focused approach</li> <li>• Ensure the performance management system is implemented for members of their unit – actively managing both strong and poor performers</li> <li>• Ensure strategically aligned development plans are in place for all staff to maintain and build capacity</li> </ul>	<ul style="list-style-type: none"> <li>• The appropriate mix of skills, experience and knowledge in the team</li> <li>• A high performing team which is focused on the delivery of high quality, timely results, committed to the strategic direction and actively contribute to its achievement</li> <li>• Staff development plans are in place for all staff</li> <li>• A team which champions change across Archives NZ and DIA and the Archives 2057 Strategy</li> <li>• Regular culture and engagement activities are undertaken and owned by the group</li> </ul>
<p><b>Business Planning and Financial Management</b></p> <ul style="list-style-type: none"> <li>• Undertake business planning and budgeting in accordance with Archives NZ and DIA processes</li> <li>• Work with DIA Finance to take accountability for financial performance, managing budgets and ensuring efficient and effective use of financial resources</li> <li>• Comply with all reporting requirements</li> <li>• Participate in regular financial reviews as required</li> </ul>	<ul style="list-style-type: none"> <li>• Group complies with all Departmental planning and management processes and guidelines</li> <li>• Team budgets are appropriately managed</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with colleagues across Archives NZ and DIA to deliver priority projects within agreed timeframes</li> <li>• Work collaboratively with other managers across Archives NZ to ensure business as usual is well managed</li> <li>• Facilitate and encourage information sharing with other Government Agencies</li> <li>• Manage relationships with external vendors and suppliers</li> <li>• Manage relationships with key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Colleagues across Archives NZ and DIA working together to ensure the delivery of priority projects as agreed requirements within agreed timeframes</li> <li>• The interface between the Regional Archives and business as usual activities is well managed</li> <li>• Information is shared with other government agencies and Archives and Department views are effectively represented</li> <li>• Archives relationships with key sector stakeholders are developed and well supported</li> </ul>
<p><b>Capability Management</b></p> <ul style="list-style-type: none"> <li>• Ensure the performance of all staff is managed in accordance with DIA’s Performance Management System</li> </ul>	<ul style="list-style-type: none"> <li>• A high performing culture, team and work environment across Archives NZ that fits in well with the whole of DIA</li> </ul>
<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> <p><b>Health and safety (for team)</b></p> <ul style="list-style-type: none"> <li>• Inform, train and equip staff to carry out their work safely</li> <li>• Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>• Assess all hazards promptly and ensure they are managed</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>• All requirements of DIA’s Health and Safety policy and procedures are met.</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Archivist	✓	✓	✓	✓		✓
	Archives Leadership Team	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Regional Staff			✓	✓	✓	
	Other Managers and staff in teams across Archives New Zealand	✓	✓	✓	✓		✓
	<b>Other DIA Business groups – in particular:</b>						
	IKS Business Development and Support	✓	✓	✓	✓		✓
	National Library		✓	✓	✓		
	Organisational Capability and Services		✓	✓	✓		
	Legal Services	✓	✓	✓	✓		✓
	IKS DCE and ELT	✓		✓	✓		✓
External	Other government departments		✓	✓	✓		
	International agencies where relevant		✓	✓	✓		
	Local Iwi		✓		✓		

Your delegations as a manager	
Human Resources and financial delegations	Level D
Direct reports	7 - 12
Statutory powers	Public Records Act 2005 in accordance with the departmental delegation's policy and delegations schedule

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="#">Senior Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>Adaptive leadership</li> <li>Driving innovation and transformation</li> <li>Strategic agility</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Demonstrated experience in leading the implementation of organisational vision and strategy</li> <li>Demonstrated experience working effectively and collaboratively with senior managers to ensure that corporate goals can be met</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Knowledge of organisational development and Public Sector management frameworks and relevant legislation</li> <li>Knowledge of the management of digital and information assets</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Strong leadership, conceptual and analytical skills</li> </ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Ability to express complex concepts and issues clearly and succinctly to a range of audiences</li><li>• Excellent relationship management skills</li><li>• Sound judgement in dealing with complex, sensitive or ambiguous issues</li><li>• Ability to deliver high quality advice and results under pressure</li><li>• Ability to manage a range of competing priorities and deliver results</li><li>• Ability to contribute to the development and implementation of Archives NZ's strategic direction as part of the Archives Leadership Team</li></ul> <p><b>Management Skills</b></p> <ul style="list-style-type: none"><li>• Build a strong and high performing team</li><li>• Plan ahead and prioritise work</li><li>• Explore new ideas, improvements and innovations to increase team effectiveness and results</li><li>• Work collegially with colleagues across Archives NZ and the wider Department of Internal Affairs (DIA), and</li><li>• Make a positive contribution to the leadership and direction of Archives NZ</li></ul> <p><b>Education and Professional Memberships</b></p> <ul style="list-style-type: none"><li>• Post graduate qualification is desirable or equivalent experience required</li></ul>