



Job description

Haere mai

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

Research Librarian Māori

Alexander Turnbull Library, Information and Knowledge Systems

This role is responsible for processing Māori material as part of the Library's unpublished collections, and for ensuring that developments in describing and managing Māori materials are incorporated into the work of the relevant teams through specialist advice and assistance.

- **Reporting to:** Arrangement and Description Leader
- **Location:** Molesworth Street, Wellington
- **Salary range:** Information Management, 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. 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.



Te Tari Taiwhenua
Internal Affairs

What you will do to contribute	As a result we will see
<p>Key Responsibilities</p> <ul style="list-style-type: none"> Utilise an in-depth understanding of Arrangement & Description, in participating in day to day decisions and operations Facilitate access to the unpublished collections by creating finding aids which meet international standards and communicate content and contexts Facilitate use of specific tools for Māori materials, or to Māori clients Ensure a process of continuous review and improvement Keep up-to-date with international developments in the processing of indigenous archival materials 	<ul style="list-style-type: none"> Finding aids meet international standards Finding aids are accurate and timely The team's overall ability to lead and support the development of archival practice specific to Aotearoa/New Zealand will be enhanced Input to broader Library strategies which takes account of the needs of Māori material in unpublished collections Evidence of continuous improvement in processing practice, support for colleagues, and awareness of and alignment with international standards Descriptive and thesauri work is accurate, consistent, and thorough Archival principles of provenance and original order are followed Records comply with content and encoding standards designated for use in ATL descriptions Described records are completed within agreed timeframes
<p>Provide Specialised Advice</p> <ul style="list-style-type: none"> Provide advice, assistance, and support on processing Māori material Undertake scholarship and research activities in area of responsibility 	<ul style="list-style-type: none"> Provision of timely and accurate advice on the processing of Māori unpublished collections Review and provision of advice in relation to access and use/reuse Effective engagement with other groups
<p>Training</p> <ul style="list-style-type: none"> Provide training to relevant colleagues including those in Arrangement and Description, Curatorial Assistants and Research Librarian Specialist roles Proactively share experience, knowledge and ideas Contribute to the development of the Arrangement and Description team 	<ul style="list-style-type: none"> Coaching and development of colleagues ATL staff are well supported and knowledgeable of the range of specific requirements for which specialist advice should be sought Growing connections between ATL teams and utilisation of shared information across the teams to enhance the Library's ability to lead in the area of mātauranga Māori

What you will do to contribute	As a result we will see
Liaise with internal and external stakeholders <ul style="list-style-type: none"> Te Whakakaokao and Ngā Upoko Tukutuku Te Rōpū Whakahau Digital archivists Māori specialists across ATL and NLNZ Secondary relationships with other National Library teams such as DNZ 	<ul style="list-style-type: none"> Library's profile is enhanced
Continuous Learning <ul style="list-style-type: none"> Ensure that a process of continuous review and improvement is inherent throughout all elements of Arrangement and Description Draw on knowledge of best practice, advances in technology, and relevant research 	<ul style="list-style-type: none"> Identify opportunities for enhancing the overall A&D capability Develop an informed view of opportunities and challenges to transform the Library's finding aids for unpublished material with Māori content or contexts
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	Reading Room Services Team	✓	✓	✓	✓		✓
	Distance Enquires Services Team	✓	✓	✓	✓		✓
	Outreach Services Team	✓	✓	✓	✓		✓
	Imaging Services Team	✓	✓	✓	✓		✓
	Curatorial Services Team	✓	✓	✓	✓		✓
	National Library outreach function	✓	✓	✓	✓		✓
External	Researchers from particular communities or subject interests	✓	✓	✓	✓	✓	✓
	Client interest groups, academics and professional historians and specific interest groups related to specialist area	✓	✓	✓	✓		✓
	Professional bodies and stakeholders including: Te Roopu Whakahau, Te Whakakaokao	✓	✓	✓	✓		✓

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	1 or 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"> • Experience of working in a relevant specialist field (Māori) • Experience (may be concurrent with the above) in <u>two</u> of the following: <ul style="list-style-type: none"> ◦ An archive, library, or museum ◦ Dealing with a range of public enquiries and customer relationships ◦ Arrangement and description of archival collections ◦ Provision of research services from archival collections • Record management systems, electronic and paper • Experience in customer advocacy and service evaluation is also highly desirable <p>Knowledge:</p> <ul style="list-style-type: none"> • New Zealand history • Research principles • An understanding of the Alexander Turnbull Library and its role and collections • Archival/Heritage collections • Digital and print media • Knowledge of Te Reo Māori <p>Skills:</p> <ul style="list-style-type: none"> • Understanding of arrangement & description field • Using online systems, databases, internet technologies and other finding aids • Processing unpublished or archival materials • Working co-operatively with colleagues • Presenting about and promoting area of specialty • Excellent written and verbal communication skills • Attention to detail <p>Education:</p> <ul style="list-style-type: none"> • Tertiary degree, preferably with a component of New Zealand studies or a Tertiary qualification in librarianship, archives work, or related field (e.g. museum studies) • Tertiary qualifications in other disciplines

Your success profile for this role	What you will bring specifically
	<p>would be acceptable if coupled with significant experience or an educational component in e.g. Maori studies or NZ history/politics</p> <p>Desirable attributes:</p> <ul style="list-style-type: none">• Post-graduate study that included research-level work in Māori or New Zealand Studies• Knowledge and understanding of New Zealand and Pacific history and culture