



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 Kaitauwhiro Matua

Alexander Turnbull Library, National Library, Information & Knowledge Services

The Senior Conservators lead, develop and implement the 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 conservation to the Library and Department, with an emphasis on their area of specialty.

The Alexander Turnbull Library holds collections that include books, newspapers, art works, objects, manuscripts and archives, photographs and negatives and audiovisual materials.

Senior Conservators work across these collections each bringing or developing specialist expertise in areas such as books/bindings, work on paper, photographic material, audiovisual media and other library and archive materials. They support preventive conservation programmes including risk management and disaster risk management, exhibitions and loans and provide leadership within the Collection Care team.

The Senior Conservator roles are critical to supporting the Alexander Turnbull Library's statutory purpose of collecting, preserving, protecting, and making accessible the Library's collections in accordance with the collections status as documentary heritage and taonga.

- **Reporting to:** Collection Care Leader
- **Location:** Wellington
- **Salary range:** Delivery 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



Te Tari Taiwhenua
Internal Affairs



- 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.

The Library follows principles set down in our policy [Te mauri o te mātauranga: purihia, tiakina! | Principles for the care and preservation of Māori materials](#)

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p>Conservation</p> <ul style="list-style-type: none"> • Conservation of ATL collections <ul style="list-style-type: none"> - Expert object assessment and analysis - Conservation options and strategies - Interventions or treatments - Documentation and reports - Advice on appropriate measures for the enduring care and access to collections • Ensure conservation records are recorded and updated on Tiaki (emu), and other Library databases and systems as appropriate. • Partake in the planning and implementation of exhibition and loans programme. 	<ul style="list-style-type: none"> • ATL Collections are protected and their material sensitivity well documented and understood by curators and Library leadership team • Conservation of ATL collections are completed including assessment of heritage items, conservation options, treatments, organisation and management of work. • Conservation records are well maintained on ATL collection management systems. • All conservation activities are carried out in accordance with the New Zealand Conservators of Cultural Material (NZCCM) Code of Ethics • Risks are documented and mitigated, assessments, treatments and preparation is co-ordinated and completed within the agreed timeframes
<p>Business/Continuous improvement</p> <ul style="list-style-type: none"> • Contribute to the management and development of the Conservation laboratory • Contribute to the management and development of conservation services, working in co-operation with the other conservators and the Collection Care Leader • Train and supervise project conservators, conservation technicians, contract workers and interns • Contribute and lead when required on disaster management planning and response including periods when on call after hours • Contribute and lead when required the development of collection protection initiatives including work method assessments, Collection Care inductions and monthly site audits 	<ul style="list-style-type: none"> • The Conservation Laboratory will be a safe place for staff and collections • Effective participation in 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 • Contractors coming into the Library are inducted and have a clear understanding of expectations while they work around collection areas • Different phases of disaster management are well managed, and processes are followed

What you will do to contribute	As a result we will see
<p>Relationship Management</p> <ul style="list-style-type: none"> • Provide advice to National Library staff on Collection Care matters through consultations and presentations. • Provide timely conservation advice and support as required for Library wide initiatives, programmes and activities. Including (not limited to): <ul style="list-style-type: none"> - Collection handling - Environmental management - Digitisation or copying - Loans and exhibitions - Disaster risk management - Projects • Keep up to date with international developments and engage with colleagues and peer institutions in conservation matters. • Participate in tours of Collection Care spaces by staff and the public. 	<ul style="list-style-type: none"> • National Library staff will gain knowledge and understanding of Collection Care practices and processes • Proactive engagement with project/programme development and planning. • 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 • Key relationships across DIA developed and maintained
<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 • 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 • Lab manager rostered as required

What you will do to contribute	As a result we will see
<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
<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 • Proactive health and safety management of Conservation areas

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	F
Direct reports	0 – 5
Your success profile for this role	What you will bring specifically
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	<p>Experience:</p> <ul style="list-style-type: none"> • Significant conservation experience across conservation projects including developing

Your delegations

Specialist.

Keys to Success:

- Problem solving
- Critical thinking
- Interpersonal savvy
- Navigating complexity
- Communicating with influence
- Technical and specialist learning

People Leader

- Encouraging innovation
- Building effective teams
- Motivating others to achieve results

and completing complex conservation treatments and programmes of work

- Experience and developing expertise in one or more of the following specialist areas: Book conservation, Paper Conservation, Works of Art on Paper, Library and Archive Materials, Photographs
- 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

Knowledge:

- Understanding of the role and purpose of the Alexander Turnbull Library
- Understanding of Mātauranga Māori 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

Skills:

- Demonstrated ability to maintain accurate records, including attention to detail while utilising IT technology. Confidence with Microsoft Office Suite and CMS essential.
- 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
- Good presentation and training skills
- Self-motivated
- Ability to problem solve

Your delegations

- Good time management and prioritisation skills
- Ability to apply new skills and conservation theory to practical situations

Other Requirements:

- Recognised professional qualification in conservation
- Membership and participation in professional conservation associations