



Job description

Haere mai

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

Audiovisual Digitisation Leader

Alexander Turnbull Library, National Library, IKS

Budgets 2019 and 2020 provided critical funding for the National Library and Archives NZ to digitise their audiovisual (AV) collections – c.100,000 items. Our colleagues at Ngā Taonga Sound and Vision also received critical funding for digitisation of their collections. Together we are engaging a vendor with who we'll work with to digitise the collections and collaborating on other aspects of the project.

The Audiovisual Digitisation Leader will lead the delivery team within the National Library and Archives NZ project to digitise our AV collections and holdings. It is a lead role within the overall project structure to deliver the National Library (c. 90,000 items) and Archives NZ (c. 10,000 items) collections. You will manage a small team of 3-6 librarians and AV specialists. Within the project you will be supported by the Project Executive, a Project Manager, and work collaboratively with colleagues at Ngā Taonga Sound and Vision.

- **Reporting to:** Associate Chief Librarian, Alexander Turnbull Library
- **Location:** Wellington
- **Salary range:** Delivery Band I: \$87,699 - \$118,652

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. 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>Specialist Accountabilities</p> <ul style="list-style-type: none"> • Cohesive leadership of a team of technical experts to meet the AV project deliverables. • Oversee the creation of workflows that ensure good description, quality assurance, and ingest of digitised AV collections. • Work with the project manager to ensure the Library and Archives are able to deliver AV collections to the selected vendor for digitisation, according to agreed rates • Oversee the development of technology investment that supports the requirements of AV file sizes, in collaboration with other experts across the Library, Archives NZ and DIA. • Ensure protection of physical / analogue collections that are moved to and from third-party vendor(s). 	<ul style="list-style-type: none"> • Annual workplan and targets for the team • Effective management of space, staff time, equipment and contracts • Well documented and tested workflows and processes in place to support safe and effective digitisation. • IT infrastructure capable of managing large volumes expected as part of the project. • Training provided for staff and contractors as required. • Library collections and Archives NZ holdings are well handled and protected during the project.
<p>Capability and Performance</p> <ul style="list-style-type: none"> • Continually review the team’s capability to deliver to the project milestones and take action to address risks and under performance. • Provide development opportunities for direct reports to challenge and expand their capability • Model behaviours that encourage cross-organisation collaboration and learning to increase synergies and maximise effectiveness • Monitor and identify areas for continuous improvement of the workflows and processes that underpin the project. 	<ul style="list-style-type: none"> • A team culture that encourages participation, collegiality, support and trust • Monitoring and escalation of issues • Staff development opportunities identified and implemented where opportunities arise.

What you will do to contribute	As a result we will see
<p>Relationship Management</p> <ul style="list-style-type: none"> • Work closely within a project structure with key roles, including Project Manager and Project Executive • Collaborate with respective colleagues in Ngā Taonga Sound and Vision, especially relating to logistics and digital infrastructure • Work closely leaders across the Library and Archives NZ where there are touch points with the process and outcomes of digitised collections • Contribute as part of the leadership team within the Alexander Turnbull Library • Work closely with selected third-party vendor(s) 	<ul style="list-style-type: none"> • Specialist needs of AV collections are represented within the project • Constructive and supportive working relationships with colleagues across the project and in the Library and Archives NZ • Positive, mutually beneficial outcomes from collaboration with Ngā Taonga Sound and Vision • Good positive relationships with third party vendors
<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 <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"> • 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	Project Executive	✓	✓	✓	✓		✓
	Project Manager	✓	✓	✓	✓		✓
	AV conservators	✓	✓		✓	✓	✓
	Digital Preservation Research Consultancy	✓	✓	✓	✓		✓
	Leaders across Alexander Turnbull Library	✓	✓	✓	✓		✓
	Archives NZ leaders	✓	✓	✓	✓		✓
	Technology Services and Systems (TSS)	✓	✓	✓	✓		
External	Ngā Taonga Sound and Vision, Utaina! Project		✓		✓		
	Third -party vendor for AV digitisation	✓	✓	✓	✓		✓
	Other Institutions	✓		✓	✓		

Your delegations

Human Resources and financial delegations	Level F
Direct reports	3-6

Your success profile for this role

<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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Setting expectations • Encouraging innovation • Building effective teams • Motivating others to achieve results • Communicating with influence 	<p>What you will bring specifically</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • A tertiary qualification in library and information, archival studies, audiovisual archiving or related discipline. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years of professional archives, library, museum, or audiovisual practice. • Experience with digitisation programmes, or with collection and archiving of audiovisual material; • Experience working within or leading projects. <p>Knowledge:</p> <ul style="list-style-type: none"> • Demonstrated knowledge of technologies (analogue and digital) used to manage digitisation programmes for historic and modern media formats.
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Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• Familiarity with issues associated with preparation and preservation of audiovisual material, including attention to good documentation• Demonstrates an understanding of the implication of the Treaty of Waitangi on today's society and a commitment to ensuring that we meet our obligations under the Treaty. <p>Skills:</p> <ul style="list-style-type: none">• Uses appropriate engagement styles and communication methods to influence others.• Self-motivated• Ability to problem solve• Able to communicate sometimes complex technical issues and solutions to a range of different stakeholders• Good time management and prioritisation skills• Ability to apply new skills and conservation theory to practical situations