



Job description

Haere mai

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

Conservation and Logistics Leader

National Library, Information and Knowledge Services

The Conservation and Logistics Leader is responsible for the development of programmes, and provision of advice and services to preserve the Alexander Turnbull Library collections, for collections logistics and storage, and for the development of guidelines and provisions of advice on the care and conservation, as required, of the National Library's collections

This role oversees the Collection Care team and activities including preventive and interventive conservation, AV digitisation, collection logistics and repository /stores management. The role also provides timely advice to senior management on issues relating to the care of collections. The Leader liaises across the Alexander Turnbull Library and National Library on collection care plans and programmes and keeps abreast of international trends related to conservation collection care and collection management.

- **Reporting to:** Chief Librarian
- **Location:** Wellington
- **Salary range:** Delivery I

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.

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 whitake 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>Specialist Accountabilities</p> <ul style="list-style-type: none"> • Cohesive leadership of a team of specialists and experts to meet the Library’s collection care needs • Oversee the planning and programming of conservation and collection management activities and provide advice on processes and technical issues. • Plan, monitor, analyse and report on services and projects • Promote awareness throughout the NLNZ of strategic, policy-related and technical issues (locally and internationally) that are relevant to collections. • Work effectively with Iwi/Māori to ensure access to Mātauranga Māori is upheld through creating pathways to information in the collections 	<ul style="list-style-type: none"> • Annual workplan and targets for the team • Conservation plans, and digitisation priorities are implemented • Monthly and quarterly reports on the team’s outputs, issues and impacts • Effective management of space, staff time, equipment and contracts • Effective information sharing, both oral and written • Consider advice from Māori specialists on access to Mātauranga Māori
<p>Performance</p> <ul style="list-style-type: none"> • Build a shared commitment to the direction of the organisation, and achievement of its outcomes, and a customer focused culture across the team • Liaise with NL departments regarding shared work programmes • Liaise with DIA Property Services and Technology Services to align long-term strategic and technology plans • Continually review the performance outcomes expected and negotiate with partners in delivering on outcomes. • Ensure action is taken to address non-delivery on agreed outcomes 	<ul style="list-style-type: none"> • A team culture that encourages participation, collegiality, support and trust • A collaborative approach to projects around the Library • Monitoring and escalation of issues • Prompt and appropriate response to customer feedback
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Ensure that a process of continuous review and improvement is inherent throughout all aspects of Collection Care • Identify opportunities for enhancing the overall team capability • Draw on knowledge of best practice, advances in technology, and relevant research to develop an informed view of opportunities and challenges to transforming tools and systems 	<ul style="list-style-type: none"> • Collection and analysis of data to understand the needs of internal and external customers and stakeholders • Measures and impact analysis to demonstrate how well these needs are met
<p>Capability</p> <ul style="list-style-type: none"> • Continually review the team’s capability to support the organisation in delivering on outcomes and take action to address identified gaps 	<ul style="list-style-type: none"> • Specialised tools are up-to-date and technical support staff understand the requirements of the service

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> Continually review the team’s capability to support the organisation in delivering on outcomes and take action to address identified gaps. Provide development opportunities for direct reports to challenge and expand their capability. Ensure the highest levels of conservation decisions, conservation treatments and collection handling Provide leadership that inspires others to succeed and develop, and proactively share experience, knowledge and ideas. Model behaviours that encourage cross-organisation collaboration and learning to increase synergies and maximise effectiveness 	<ul style="list-style-type: none"> Performance and development plans successfully completed for each direct report
<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. 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	Associate Chief Librarians	✓	✓	✓	✓		✓
	Collection Care Team members	✓	✓	✓	✓	✓	
	Other Alexander Turnbull Library managers	✓	✓	✓	✓		
	Curatorial staff	✓	✓	✓	✓		
	Conservators	✓	✓	✓	✓		
	Alexander Turnbull Library Maori Specialists	✓	✓	✓	✓		✓
	Other National Library managers	✓	✓	✓	✓		✓
	DIA Property Services	✓	✓	✓	✓		✓
	DIA Technology Services	✓	✓	✓	✓		✓
	DIA Legal Services		✓	✓	✓		✓
	Archives NZ Manager Prevention & Repository Services	✓	✓	✓	✓		✓

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
	Tāhuhu Collection Care Leader		✓		✓		
	Other Department managers and staff	✓	✓	✓	✓		✓
External	Colleagues in external cultural institutions	✓	✓	✓	✓		✓
	Donor representatives and agents	✓	✓	✓	✓		✓
	Vendors						

Your delegations as a manager	
Human Resources and financial delegations	Level E
Direct reports	8 - 10

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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> • Proven experience of staff management, with proven ability to manage teams of professionals and technical specialists • Experience in preservation and conservation management of collections • Experience in writing reports, plans and business cases • Demonstrated project management capability <p>Knowledge:</p> <ul style="list-style-type: none"> • Demonstrated knowledge and understanding of collection management systems • Excellent IT skills including the use of Microsoft office suite • Familiarity with trusted repositories and format libraries; • International standards and best practice <p>Skills:</p> <ul style="list-style-type: none"> • Strategic thinking and leadership abilities; • Collaborative relationship building and relationship management; • Demonstrated strong oral and written communication skills • Creative, curious, and results-driven. • Reporting, contract oversight and budget management

Your success profile for this role	What you will bring specifically
	<p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary qualification in Library and information management, Museum Studies or Conservation or equivalent industry experience in Conservation/Preventive Conservation or Collection and Repository management