# Assistant Archivist

## Archives New Zealand, Information and Knowledge Services

The purpose of this position is to provide Reading Room and administrative support to the Regional Archivist. This work supports the delivery of the various services, including the reading room and research services, government loans, digital delivery, repository management and ensures that any administration is timely and efficient. An Assistant Archivist will work across the work of the Regional office; the key tasks will vary according to the main focus of their duties.

* Reporting to:Regional Archivist

Location: Dunedin/Christchurch

* Salary range: Delivery, Band E

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

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| 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.

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 |
| --- | --- |
| **Support Research Services*** Retrieve and re-shelve archives requested by customers
* Issue and return archives
* Copy archives by a variety of reprographic means and process the orders, including those received through remote reference
* Assign remote reference enquiries to other staff
* Answer reference enquiries, including in person and remote
* Assist with the administration of government loans
* Provide information and support regarding archival and/or research enquiries e.g. on the New Zealand land system
 | * Items requested for viewing by the public are accurately identified, located and delivered to the reading rooms in a timely manner
* All items retrieved from the repository are successfully returned to their correct locations in the repository
* The reading room desk is staffed by knowledgeable staff, and research enquiries responded to
* Appropriate digitisation is completed, to agreed Digitisation Standards
* Remote reference enquiries are assigned to staff in an equitable manner and according to degree of difficulty
* Remote reference enquiries are answered to agreed standards, and referred to Archivists as necessary
* The government loans process is supported, including digitisation of LINZ and BDM requests, within agreed timeframes
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| **Transfers and Shelving*** Receive transfers of archives from government agencies and shelve the archives appropriately
* Assist with physical and intellectual control over accessions of archives, including listing and basic arrangement & description
* Assist with other repository management tasks, including moving collections and supplies as required
 | * New archives are transferred into the building and to their new locations efficiently
* Physical and intellectual control of accessions is undertaken to Archives New Zealand standards
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| **Quality Control*** Provide quality control through checks of lists and boxing standards against the physical items, proof-reading documentation, and assisting with shelf-surveys and repackaging where necessary
* Edit digitised files according to Archives NZ Digitisation standards and provide a first quality check of files
 | * Lists etc are checked and remediated
* Files are repackaged as necessary
* Errors are noted and are escalated to the appropriate person
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| **Digitisation*** Undertake digitisation work to support the Archives New Zealand 2057 strategy
* Ensure Digitisation Standards are adhered to
* Prepare and ingest digital files into Rosetta
* Ensure equipment is functioning and the Regional Archivist is alerted to any problems
 | * Series are digitised according to agreed priorities
* Digital files are processed according to agreed standards and ingested into Rosetta
* Equipment is maintained and problems reported to the Regional Archivist and Help Desk as required
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| **Administrative and Other Support Services*** Ensure any financial administrative processes are completed in a timely and efficient manner and reported to Wellington as required
* File correspondence and other documents in Cohesion or RefTracker as applicable
* Monitor and replenish stocks of stationery and stores according to DIA procedures
 | * The administration relating to the regional office is supported
* The office is stocked with adequate supplies and all equipment is functional
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| **Processing** * Process repository location system updates
* Retrieve items for listing and checking
* Maintain accurate documentation of holdings by boxing, coding, and listing archives to agreed standards
* Assist with sentencing regional files in preparation for transfer
* Key data into electronic systems
* Maintain stack and processing areas, and assist with the relocation of archives
* Process records for the Government loans service
* Complete the registration of remote enquiries in RefTracker
 | * Timely and accurate processing support is provided
* Repository areas are tidy and functional.
* Items/Containers are all in the locations as specified on electronic systems.
* Government Departments receive their items in a manner that meets with Archives New Zealand policies.
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| **Contribute to teamwork, corporate development and special projects/tasks*** Assist colleagues
* Maintain and promote harmonious working relationships
* Participate in staff meetings
* Participate in/carry out special projects/tasks as required
* Assist with training new staff
 | * A strong and functioning regional team
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| **Health and safety (for self)*** 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
 | * A safe and healthy workplace for all people using our sites as a place of work
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Archives NZ Staff |  | ✓ | ✓ |  |  | ✓ |
| Managers at Archives New Zealand |  |  | ✓ |  |  | ✓ |
| Wider IKS and DIA support teams (Finance, Property, etc) |  | ✓ | ✓  |   |  | ✓ |
| All other DIA Staff  |  | ✓ | ✓ |  |  | ✓ |
| External | External contractors |  | ✓ |  |   |  | ✓ |
| Members of the public | ✓ | ✓ |  | ✓ |  | ✓ |
| Officers of Government agencies |  | ✓ |  | ✓ |  | ✓ |
| Clients  | ✓ |  |  | ✓ |  | ✓ |

| Your delegations  |
| --- |
| Human Resources and financial delegations | Z |
| Direct reports | Nil |

| 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 [Valued Contributor](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Valued_Contributor_v7/%24file/DIA_Profile_Valued_Contributor_v7.pdf).**Keys to Success:*** Customer Focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience:** * Significant experience in an administrative role
* Previous relevant experience in customer service in a library or archive institution
* Experience in dealing with the public in a front-line position
* Relevant experience with warehouse or repository management
* Experience with the functionality of photographic and scanning equipment
* Thorough understanding of the research process

**Knowledge:*** Knowledge of general computer packages e.g. Word, Excel
* An understanding of digitisation and preservation requirements
* Experience with filing systems and basic record management systems
* An understanding of or appreciation for diversity, bi-culturalism and Treaty of Waitangi matters

**Skills:*** Ability to set priorities and achieve deadlines
* A demonstrated ability in meeting the needs of internal and external clients
* Ability to maintain confidentiality and to use discretion
* Well organised and with good attention to detail
* Ability to work with digital files to meet distribution and end user requirements

**Other requirements:*** Relevant undergraduate tertiary qualification e.g. in NZ History (or equivalent experience)
* A reasonable level of physical fitness is essential as well a level of comfort in a warehouse environment
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