



Job description

Haere mai

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

Curatorial Services Leader

National Library, Information and Knowledge Services

This role provides leadership and operational management to the Curatorial Services Team. This involves having oversight of, and being accountable for, day-to-day curatorial operational activities and implementation of strategic collection development strategies and plans. The role provides timely advice to senior management on issues relating to the development of the Turnbull Library's collections. The Leader liaises across the Alexander Turnbull Library and National Library on collection plans and programmes, and keeps abreast of national and international trends related to curatorial practices in archives, special collections, and research libraries.

- **Reporting to:** Associate 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 curatorial specialist to meet the Library’s collection development and management requirements • Oversee the identification, selection, and acquisition of appropriate new materials into Turnbull Library collections • Plan, monitor, analyse and report on services and projects • Ensure effective relationships and partnerships are held and maintained with donors, community groups and organisations, and other stakeholders • Promote awareness throughout the NLNZ of strategic, policy-related and technical issues (locally and internationally) that are relevant to curatorial services • Work effectively with Iwi/Māori to ensure access to matauranga Māori is upheld through creating pathways to information in the collections 	<ul style="list-style-type: none"> • Annual workplans and targets for the team • Collecting plans and priorities are developed, implemented, and regularly reviewed for continued efficacy • Well documented and timely acquisition proposals, deed of gift documentation, and accession records • 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 • Implement advice from Maori specialists on access to Matauranga Maori
<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 other parts of the Turnbull Library, Content Services, Technology Services, the NDHA and the National Digital Library 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 • Team operational and strategic plans align and work with the plans and priorities across the NLNZ. • Monitoring and escalation of issues; prompt and appropriate response to customer feedback • Strong working relationships with colleagues in the fields of curatorial, archives, and special collections in research libraries and across the GLAM sector.
<p>Continuous improvement</p> <ul style="list-style-type: none"> • Ensure that a process of continuous review and improvement is inherent throughout the team. • Identify opportunities for enhancing the overall team capability. • Draw on knowledge of best practices, advances in technology, and relevant research to develop an 	<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

What you will do to contribute	As a result we will see
<p>informed view of opportunities and challenges to transforming systems and practices.</p>	<ul style="list-style-type: none"> Team practices and systems reflect an understanding of good practice within the field and are responsive to new developments, tools, and practices
<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. Provide development opportunities for direct reports to challenge and expand their capability. 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 Foster a strong service ethic – developing a quality-orientated, timely and service focused approach Recruit, develop, support and retain high performing staff Ensure EEO, cultural sensitivity and health and safety policies and practices are integrated into ongoing operations 	<ul style="list-style-type: none"> Performance and development plans successfully completed for each direct report. Development opportunities are identified and supported. Active encouragement of professional and personal development for all team members. Staff are coached and mentored effectively
<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 Librarian	✓	✓	✓	✓		✓
	Curatorial Service Team members	✓	✓	✓	✓	✓	
	Other Alexander Turnbull Library managers	✓	✓	✓	✓		
	Other National Library managers	✓	✓	✓	✓		✓
	DIA Technology Services	✓	✓	✓	✓		✓
	DIA Legal Services			✓	✓		
	Archives NZ Managers	✓	✓	✓	✓		✓
	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 F
Direct reports	9-11

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"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<h4>What you will bring specifically</h4> <p>Experience:</p> <ul style="list-style-type: none"> • Proven experience in staff supervision, and the ability to manage teams of professionals and technical specialists • Demonstrated project management capability. • Experience with curatorial functions in an archival, special collections, research library, or related organisation. • Demonstrated experience applying the practices, techniques, concepts and theoretical principles of archival and special collections librarianship. <p>Knowledge:</p> <ul style="list-style-type: none"> • Awareness and understanding of national and international practices for documentary heritage curation, including appraisal, accessioning, arrangement and description, and access and use of Library collections • Awareness and understanding of the international environment for digital collection and curation
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Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none">• International standards and best practice for appraisal, processing, arrangement and description and providing access to collections across formats.• Demonstrated experiencing balancing the protection of privacy, copyright, and other rights of creators with the mandate to facilitate access and use of collections.• Knowledge of or the ability to learn the geography, history, and cultures of New Zealand and the Pacific• Demonstrated knowledge, understanding and willingness to engage with current developments, trends, and technologies in special collections and archives• Understanding of tikanga Māori, and Te Reo pronunciation <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• Demonstrated ability to build and maintain strong relationships with internal and external stakeholders, including donors and community groups.• Creative, curious, and results-driven.• Reporting, contract oversight and budget management• Demonstrates an understanding of the implication of the Treaty of Waitangi / Te Tiriti o Waitangi on today's society and a commitment to ensuring that we meet our obligations under the Te Tiriti.• Ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equity, and inclusiveness with the Library and across the Department <p>Other requirements:</p> <ul style="list-style-type: none">• A relevant postgraduate qualification in Library and Information Science, Archival Management, or related relevant discipline, or equivalent experience and training is desirable