



Job description

Haere mai

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

Curator New Zealand and Pacific Publications

National Library, Information and Knowledge Services

Curators are part of the Curatorial Services Team at the Alexander Turnbull Library and are responsible for managing a specific collection or working across formats and collecting areas on special projects, such as working with communities to develop and promote the collections of the Library. The Curator, New Zealand and Pacific Publications is responsible for managing the Alexander Turnbull Library's published collection relating to New Zealand and the Pacific. Responsibilities include the development of collections through donation, purchase, and Legal Deposit, providing research services for those who wish to use the collections, undertaking and publishing research into the Library's collections, developing exhibitions (physical and digital), contributing to the Library's digitisation programmes, maintaining links with the research community, and promoting the collections to potential user groups.

The role of Curator spans the range of requirements underpinning the purposes of the Alexander Turnbull Library (ATL) as defined in the National Library of New Zealand Act 2003, ie to "preserve, protect, develop and make accessible" the ATL collections in a manner "consistent with their status as documentary heritage and taonga".

- **Reporting to:** Curatorial Services Leader
- **Location:** Wellington
- **Salary range:** Delivery Band 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

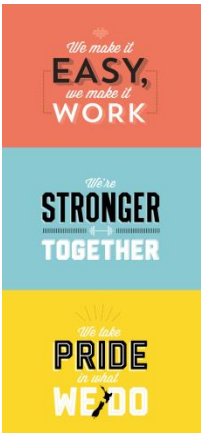
- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other



Te Tari Taiwhenua
Internal Affairs



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.

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 – role specific</p> <ul style="list-style-type: none"> • Build the New Zealand and Pacific collections by: <ul style="list-style-type: none"> ◦ Collaboratively develop and maintain a strategic collection development plan for the New Zealand & Pacific collection ◦ Developing the collections through purchase, donation and engagement and negotiation with donors ◦ Working collaboratively with the Legal Deposit and Web Archivists team to acquire contemporary digital and analogue material published in New Zealand ◦ Work alongside communities, researchers, partners and other key stakeholders to identify potential collection development opportunities. • Contribute to the overall development of the Alexander Turnbull Library collections by working on multi-format acquisitions • Undertake research into the collections and disseminate the results in order to alert a wide audience to the richness they contain and the research possibilities inherent in them. • Respond to complex Research enquiries • Contribute to the Library’s digitisation programme by identifying items and collections to be digitised • Work with the Collection Care Team to ensure that the collections are housed and preserved for the future • Work with the Acquisitions and Cataloguing teams to analyse the collection, identify gaps, and ensure collections is described and accessible • Act as an expert adviser on requests for export applications for documentary heritage items • Communicate and consult efficiently across ATL, and with other parts of the Library, including Content Services and Digital New Zealand • Produce regular activity reports • Facilitate Iwi/Māori access to matauranga Māori by creating pathways to information in the collections. 	<ul style="list-style-type: none"> • Collections that grows in accordance with robust and transparent collecting plans, are relevant to the needs of researchers, responsive to changing priorities, and reflective of all sectors of the community. • New Zealand communities and people see their stories and histories reflected in the collections of the Alexander Turnbull Library • The Alexander Turnbull Library is seen as a trusted repository for New Zealand and Pacific material • Strong relationships with individuals, community groups, organisations and other Library stakeholders • Researchers are informed about our collections; encouraged to consult them; and are easily able to access and use them

What you will do to contribute	As a result we will see
<p>People Leadership</p> <ul style="list-style-type: none"> • Provide leadership that inspires others to succeed and develop, and proactively share experience, knowledge and ideas • Model behaviours that encourage whole-of-organisation collaboration and learning for the purpose of increasing synergies and maximising effectiveness 	<ul style="list-style-type: none"> • Performance development plans are in place; annual and 6 monthly performance reviews are complete; direct reports have achievable workplans, with opportunities for growth and development. • Effective and collaborative programmes of work that contribute to the Library’s strategic directions • Performance issues with direct reports dealt with as they arise, actions to remedy issues agreed and monitored.
<p>Subject Matter Expert</p> <ul style="list-style-type: none"> • Undertake a variety of Outreach activities, including lecturing, organising seminars and publishing • Support Gallery and Public Engagement activities, including developing exhibition proposals • Act as an expert adviser on requests for export applications for documentary heritage items • Communicate and consult efficiently across ATL, and with other parts of the Library • Formulate and manage projects to be undertaken by the Library’s volunteer and internship programme • Liaise, as appropriate, with other cultural bodies, to build a community of expertise and ensure the preservation and accessibility of New Zealand’s documentary heritage • Lead and participate in appropriate working groups to further cross-departmental and cross-sector initiatives • Respond to research enquiries as part of rostered team in the Library’s reading room. This may involve occasional weekend work 	<ul style="list-style-type: none"> • The Alexander Turnbull Library is seen as a thought leader in the GLAM sector • Subject matter knowledge is shared with other staff and the public • Library and Government policy is carried out efficiently • Curatorial knowledge is shared collaboratively to grow and empower other Library staff, GLAM sector colleagues, and the public. • The value of New Zealand’s documentary heritage is articulated effectively; protected against loss and damage; and promoted across New Zealand and internationally.

What you will do to contribute	As a result we will see
<p>Continuous improvement</p> <ul style="list-style-type: none"> • Draw on knowledge of current best practice in librarianship, archival theory, and associated disciplines to ensure that the collections continue to be developed, housed and described appropriately • Develop and maintain knowledge of all areas of the Library's collections in order to provide research advice to clients 	<ul style="list-style-type: none"> • The Alexander Turnbull Library Collections maintain their place in the forefront of library and archival practice; collections are identified, acquired, appraised, organized, housed, and described efficiently and effectively • Current and future potential researchers and users of the collection are informed and able to discover and use the Library's collections
<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

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	National Library Managers and ATL Chief Librarian and managers	✓	✓	✓	✓		✓
	Curatorial Services Team Leader	✓	✓	✓	✓		✓
	ATL and National Library staff	✓	✓		✓		✓
	Assistant Curators	✓	✓		✓	✓	✓
	Legal Services, Finance, Technology Services		✓		✓		✓
External	Researchers	✓	✓		✓		✓
	Donors	✓	✓	✓	✓		✓
	Colleagues from other institutions	✓	✓	✓	✓		
	Vendors and Publishers	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	F
Direct reports	2-3

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 Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience working in a professional role in a research institution such as a research library, archives, museum, or comparable setting. • Experience developing, managing and/or describing collections in a Library special collections, archives, or related environment • Experience engaging or working effectively with community partners • Experience coaching and mentoring others <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of the geography, history, literature, and cultures of New Zealand and the Pacific • Demonstrated knowledge, understanding and willingness to engage with current developments, trends, and technologies in librarianship, special collections and archives • Understanding of practices, techniques, concepts and theoretical principles of archival and special collections librarianship • Understanding of tikanga Māori, and Te Reo pronunciation <p>Skills:</p> <ul style="list-style-type: none"> • Excellent written communication skills with the ability to write succinctly, coherently and in a style appropriate to the target audience • Excellent verbal communication and presentation skills (including public speaking), with the ability to communicate information to a wide range of audiences • 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

Your success profile for this role	What you will bring specifically
	<p>teamwork, diversity, equity, and inclusiveness with the Library and across the Department</p> <p>Other requirements:</p> <ul style="list-style-type: none">• Postgraduate qualification in the field of librarianship or archival studies, or demonstrated relevant experience an advantage• Postgraduate qualification in a subject relevant to Library's collections with a record of research would be an advantage• Knowledge of Te Ao Māori an advantage