



Job description

Haere mai

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

Senior Recordkeeping Regulator

Archives New Zealand, Information and Knowledge Services Branch

The Public Records Act 2005 (PRA) requires public sector organisations to create and maintain full, accurate and accessible records to enable government to be held accountable, now and in the future. This helps to ensure that New Zealand is a well-functioning democracy across central and local government. The PRA gives the Chief Archivist an independent role in providing a regulatory framework for the creation, management, disposal and preservation of public sector records.

The Senior Recordkeeping Regulator is a lead practitioner in using these tools and powers. They will be responsible in using the PRA tools and powers to regulate, audit and support public sector organisations to meet their PRA requirements.

- **Reporting to:** Manager, Archives New Zealand
- **Location:** Wellington
- **Salary range:** Regulatory 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

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.

What you will do to contribute	As a result, we will see
<p>Undertake regulatory operations</p> <ul style="list-style-type: none"> • Scope and assess reports, intelligence, audit results and public information to prompt regulatory action • Develop and provide accurate and useable advice to regulated organisations seeking to improve compliance • Assess and investigate complex cases of suspected non-compliance with the PRA, by analysing documentation, interviewing, undertaking site visits, in line with operating procedures and regulatory best practice • Lead cases involving multiple staff effectively • Finalise and issue directions to report and directions to transfer records • Issue inspection notices and conduct inspections • Issue directions on the management, accessibility or custody of estray records • Inspect, assess and take control of estray records • Initiate, develop and conduct prosecutions for offences under the PRA, working with Legal Services • Deliver recordkeeping audits, working with audit service providers • Assess and recommend on regulated organisation’s requests for exemption from compliance with standards or instructions • Seek legal guidance from the Departments Legal Services where required 	<ul style="list-style-type: none"> • Effective regulatory action ensures that government records are full, accurate and accessible • Public confidence in the integrity of records is enhanced • Members of the public understand our role and bring recordkeeping problems to our attention • Regulated organisations trust the regulator and voluntarily report risks and problems • Regulated organisations remediate specific recordkeeping problems for complainants • Regulatory operations reveal problems for further system-level attention • Analysis and recommendations allow the Manager, Director and Chief Archivist to make the right decisions • Strong professional and good practice standards and processes are maintained and implemented • Compliance activities are carried out to a high standard on the basis of evidence and sound reasoning, supported by effective implementation and communication

What you will do to contribute	As a result, we will see
<p>Strategic leadership activities</p> <ul style="list-style-type: none"> • Provide advice and input about the processes needed to ensure an effective PRA compliance environment, including identifying and advising on necessary assurance frameworks • Provide robust advice and technical expertise to support effective strategic and business planning • Assist the Manager to develop the team work programme • Contribute to the development of strategy and standards, and reporting on the regulated sector • Lead the planning process in support of the audit programme 	<ul style="list-style-type: none"> • A comprehensive and efficient work programme, including audits • Strong practice standards and processes are implemented within the team • Strategic business and budget planning is well informed and supports operations
<p>Providing internal advice and support</p> <ul style="list-style-type: none"> • Lead the enhancement of capability within the team by sharing knowledge, providing guidance and support • Advise the Manager as a subject matter expert in providing regulatory services • Provide expert technical advice and peer review on outputs to ensure quality standards are met • Support and mentor other staff • Support the Manager and Director as required to communicate with management and governance committees • Build expertise and knowledge in order to keep up with current international and national trends, research and legislative reforms in relevant subjects • Use intelligence, information and data effectively to contribute to management of recordkeeping regulatory and monitoring policy 	<ul style="list-style-type: none"> • Effective and efficient delivery of the regulatory work programme • Deliverables and advice supported by a high standard of analysis and judgement • Recordkeeping regulatory capability and capacity is sustained or enhanced • High professional standards are maintained

What you will do to contribute	As a result, we will see
<p>Relationship management and communications</p> <ul style="list-style-type: none"> • Build effective relationships and manage effective communications within the regulated sector • Conduct and participate in advisory or information stakeholder meetings • Maintain close relationships with regulatory peers, industry and professional networks to support joint operations and good practice • Liaise with the manager on a regular basis to ensure delivery risks are managed and issues resolved in a timely fashion • Primary contact point for audit service providers 	<ul style="list-style-type: none"> • Sector stakeholders report that they are well-informed of, and supported to comply with responsibilities under the PRA • Archives New Zealand has built and utilised positive relationships internally and externally to achieve its outcomes • Strong, collaborative and productive relationships are sustained with contracted service providers, including audit service providers
<p>Health & Safety (for self)</p> <ul style="list-style-type: none"> • Takes personal responsibility for keeping self free from harm • Follows safe working procedures • Reports incidents promptly • Reports hazards promptly and suggests appropriate remedies • Knows what to do in the event of an emergency • Co-operates in implementing rehabilitation plans 	<ul style="list-style-type: none"> • People are kept healthy and safe at work

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Chief Archivist, Director and Manager	✓			✓		✓
	Contracted staff, including audit service providers	✓	✓	✓	✓		
	Other Archives senior managers and key staff	✓	✓	✓	✓		
	DIA Legal Services	✓	✓	✓	✓		
	Other DIA regulatory services	✓	✓	✓	✓		
	DIA Digital Public Service Branch	✓	✓	✓	✓		
External	Office of the Ombudsman	✓	✓	✓	✓		
	Office of Auditor General	✓	✓	✓	✓		
	Regulated organisations	✓	✓	✓	✓		
	Key stakeholder and interest groups, professional bodies and networks		✓	✓	✓		

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"> • Significant demonstrable experience in regulatory systems and regulatory activity • Successful work with regulated parties • Extensive experience in reporting and communicating on cases and wider issues • Competence in investigations and in preparation of evidential or factual accounts • Developing and implementing information management systems and processes • Familiarity with digital information management and service delivery • Knowledge of audit practice • Proven effective management of challenging caseload <p>Knowledge:</p> <ul style="list-style-type: none"> • Relevant tertiary qualification, including regulatory practice (G-REG levels 4 - 5), information management, and archival practice • Good understanding of government systems and structures • Understanding of the overall goals and objectives of the New Zealand public services, including partnership with Māori in the context of the Treaty of Waitangi • Good understanding of the various information management regulations and practices across government • Audit processes <p>Skills:</p> <ul style="list-style-type: none"> • Strong ability to assess evidence against requirements and develop the best regulatory response • Excellent judgement in takes risk-aware initiatives to support wider outcomes • Excellent relationship management • Excellent written and verbal communication • Strong ability to organise own workload and assist others • Ability to manage to specific timelines and meet required quality standards

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"> • Supervision and mentoring of less experienced colleagues • Ability to work alone or in teams <p>Other requirements:</p> <ul style="list-style-type: none"> • Ability to obtain police and credit clearance, and an appropriate level of security clearance may be required • A full and clean driver's licence • Ability to undertake travel out of Wellington for fieldwork

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	Nil
Statutory powers	Public Records Act 2005 in accordance with the departmental delegations policy and delegations schedule