

Job description

Haere mai

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

Digitisation Assistant

Archives New Zealand, Information and Knowledge Services

The Digitisation Assistant undertakes a broad range of functions associated with the digitisation of Archives NZ's records and collections to agreed standards and using prescribed processes. The Digitisation Assistant works as part of the Digitisation team to ensure the successful digitisation of records which have been identified as a priority.

- **Reporting to:** Team Leader Digitisation
- **Location:** Auckland/Wellington/Christchurch/Dunedin
- **Salary range:** Delivery C

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. 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>Digitisation Administration & Support</p> <ul style="list-style-type: none"> • Order items from repository where required • Retrieve and reshelve items for digitisation in line with archival practices • Prepare items for digitisation • Repacking / Reboxing • Accurately maintain tracking documentation 	<ul style="list-style-type: none"> • Correct items are retrieved from the repository. • Files are prepared for digitisation in a manner that ensures efficient and safe workflow • All items retrieved from the repository are successfully returned to their correct locations in the repository • Items are returned to storage in appropriate packaging.
<p>List records</p> <ul style="list-style-type: none"> • Entering list data into electronic systems to required standards, using prescribed procedures • Identify items requiring specialised treatment and refer to Archivist or Team Leader • Quality check list data against physical items • Apply safe handling techniques and care of collection items • Maintain workflow data • Refer issues to Archivists or Team Leader 	<ul style="list-style-type: none"> • Records are listed accurately to defined standards • Archives are listed to a level to enable digitisation and enhance accessibility
<p>Digitise records</p> <ul style="list-style-type: none"> • Undertake digitisation of identified records using appropriate equipment. • Apply agreed digitisation standards • Undertake quality assurance of digitised records to ensure that they meet correct standards • Apply safe handling techniques and care of collection items during copying process • Self-auditing of quality of digitised and reformatted data • Refer issues to Archivists or Team Leader 	<ul style="list-style-type: none"> • Digitised records meet quality standards and are able to be successfully ingested into the Government Digital Archive • Project timelines are met
<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 	<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	Other members of the Digitisation project team	✓	✓	✓	✓		✓
	Other staff and teams across Archives NZ	✓	✓	✓	✓		✓
External							

Your delegations	
Human Resources and financial delegations	Z
Direct reports	Nil

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 valued contributor</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Customer focus • Continuous improvement • Teamwork and peer relationships • Action oriented • Self-development and learning • Functional and technical skills 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience working with simple digital imaging technologies and applications an advantage • Experience in digitising records according to specific standards and requirements an advantage <p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of safe handling techniques for the protection of records • Understanding of file formats and structures <p>Skills:</p> <ul style="list-style-type: none"> • Ability to use digital imaging technology • Excellent organisation skills, accuracy and attention to detail • Ability to set priorities and achieve deadlines • Ability to maintain confidentiality and use discretion • Ability to work with minimal supervision