



# Job description

## Haere mai

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

## Preservation Technician (Project)

### Archives New Zealand, Information and Knowledge Services

- **The purpose of this position is to:**

The Preservation Technician contributes to the Preservation and Repository Services team by providing preservation and conservation technical support services for all physical formats of material held by Archives New Zealand. This work supports the delivery of a number of workstreams, including the repository management, location audits, packaging, and relocation activities.

- **Reporting to:** Preservation and Repository Services Manager
- **Location:** Archives New Zealand, Wellington Repository
- **Salary range:** Delivery E

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### 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.

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### 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

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### 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><b>Technical services</b></p> <ul style="list-style-type: none"> <li>• Identifying and reporting problems related to the conservation and preservation of archival materials.</li> <li>• Carrying out assessments and condition surveys of archival material for future conservation requirements,</li> <li>• Discussing and undertaking remedial treatments under the supervision of the Team leader or Conservator.</li> <li>• Undertaking stabilisation of archival materials in preparation for future decant (transport and relocation).</li> <li>• Operating specialist equipment, e.g.), polyester welder, phase box strapping machine.</li> <li>• Undertake assessment and quality control measures for work completed by external providers</li> <li>• Packaging of archives for future transport and on-going storage.</li> <li>• Development and design of packaging systems and manufacturing special packaging</li> </ul>	<ul style="list-style-type: none"> <li>• Preservation and conservation work carried out to agreed schedules</li> <li>• Accurate records are made and documentation procedures are followed and reported in a timely manner</li> <li>• Preservation and conservation requirements are identified</li> <li>• Archives are protected and stored appropriately to agreed standards</li> <li>• Operate specialist equipment to specified Safe Working Methods of Use</li> <li>• Training provided to staff on use of specialised equipment</li> </ul>
<p><b>Operational support</b></p> <ul style="list-style-type: none"> <li>• Participate in planning processes</li> <li>• Complete operating documentation and other recording systems</li> <li>• Recommending and ordering equipment and material supplies</li> <li>• Developing plans for work in association with the Conservators and Team Leader</li> <li>• Providing problem solving and feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Consumables and supplies are maintain to required levels</li> <li>• Work plans and schedules are developed and available to the business</li> </ul>
<p><b>Contribute to teamwork</b></p> <ul style="list-style-type: none"> <li>• Assist colleagues</li> <li>• Maintain and promote harmonious working relationships</li> <li>• Participate in staff meetings</li> <li>• Participate in/carry out tasks as required</li> <li>• Assist with training new staff</li> </ul>	<ul style="list-style-type: none"> <li>• A strong and functioning team</li> <li>• Capability is developed across team members</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Preservation and Repository Services team	✓	✓	✓	✓		✓
	Archives New Zealand staff		✓	✓	✓		✓
External	External contractors	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	N/A
Direct reports	N/A

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 <a href="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 2 years experience as a conservation technician, or working in a related field such as in a technical, museum, library or archives environment</li> <li>• Experience of working in a close-knit team</li> <li>• Experience of working in projects with well-defined objectives.</li> <li>• Motivated, with ability to self-manage and work with minimum of supervision</li> <li>• A commitment to the concept and practice of “preserving the national heritage”</li> <li>• An understanding of, and experience in project management</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the principles of preservation / conservation management and/or experience working in a conservation environment would be beneficial</li> <li>• Knowledge of New Zealand history, government and cultures</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent manual dexterity a high degree of</li> </ul>

Your success profile for this role	What you will bring specifically
	<p>physical fitness due to the need for periodic lifting and carrying of archives and equipment</p> <ul style="list-style-type: none"><li>• attention to detail and high degree of accuracy</li><li>• Familiarity with and use of computer applications</li><li>• Excellent written and oral communication skills</li><li>• Ability to meet deadlines and work under pressure</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• Education to NCEA Level 3 (or equivalent) or a trade certificate is required</li><li>• Relevant qualification or comparable industry experience</li><li>• A demonstrated awareness of health and safety practices.</li></ul>