



Job description

Haere mai

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

Digital Archivist

Alexander Turnbull Library, National Library, Information and Knowledge Services

The Digital Archivist works with the Senior Digital Archivist and the Curatorial staff of the Alexander Turnbull Library in the acquisition and management of digital objects collected and preserved by the Alexander Turnbull Library and stored in the National Digital Heritage Archive (NDHA). As part of the Digital Collection Strategy team, this is an important role that supports the Library's ability to collect and manage the born digital documentary heritage and tāonga that is important to research in New Zealand.

- **Reporting to:** Senior Digital Archivist
- **Location:** Wellington
- **Salary range:** Information Technology G

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>Acquire, ingest, analyse & manage digital collections</p> <ul style="list-style-type: none"> • Support curators to acquire born digital collections for the Alexander Turnbull Library (ATL) • Perform ingest and technical appraisal of born digital collections • Work with the Senior Digital Archivist and other key teams including Digital Preservation and Research Consultancy (DPRC), Curatorial Services and Arrangement and Description (A&D) staff on the management of born digital collections. 	<ul style="list-style-type: none"> • Born digital collections of national significance are acquired • Born digital collections are technically appraised in a timely manner. • Issues / challenges are addressed through good collaboration across the Library.
<p>Business improvement</p> <ul style="list-style-type: none"> • Work with the Senior Digital Archivist to provide advice and training for other teams in the Library in aspects of digital collecting. • Identify and contribute to the implementation of improvements to tools, workflows and processes involved in acquiring and ingesting born digital archival collections across the Library. 	<ul style="list-style-type: none"> • Capability for collecting and processing born digital collections improves across the Library. • Business improvement opportunities are identified, explored and implemented where possible.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Keep up to date with international developments and engage with colleagues and peer institutions in digital archiving and digital preservation matters. • Assist the Senior Digital Archivist to support improvements to born digital collecting in the New Zealand documentary heritage sector through delivering workshops and presentations. 	<ul style="list-style-type: none"> • ATL benefits from being an active member of the International digital collecting, & digital preservation communities. • The documentary heritage sector benefits from the digital collecting knowledge of ATL.
<p>Protecting authenticity and integrity of ATL digital collections</p> <ul style="list-style-type: none"> • Test relevant digital collecting systems • Work with the Senior Digital Archivist to provide advice within the department and Library on policies and technology environments relating to digital collecting. 	<ul style="list-style-type: none"> • Relevant ATL systems are tested and fit for purpose • National Library policy framework is relevant for ATL unpublished digital collections
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Take responsibility for keeping self free from harm • Follow safe working procedures • Report incidents and hazards promptly and suggest remedies where appropriate • Know what to do in the event of an emergency • Co-operate in implementing rehabilitation plan 	<ul style="list-style-type: none"> • 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	Curatorial Services	✓	✓	✓	✓		✓
	Senior Digital Archivist	✓	✓	✓	✓		✓
	Digital Preservation and Research Consultancy	✓	✓	✓	✓		✓
	Arrangement and Description	✓	✓	✓	✓		✓
	Technology Services and Systems (TSS)	✓	✓	✓	✓		✓
	Research Services	✓	✓	✓	✓		✓
External	Donors and content creators	✓	✓		✓		
	Staff of other archival institutions and libraries		✓		✓		
	Researchers	✓			✓		✓

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 with born digital or electronic records • Experience with management and arrangement and description of archival materials • Experience of work within a research library or archives or other heritage institution preferable <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge and experience of archival theory and practice • Knowledge and experience of on-going developments in digital collecting and digital preservation • Demonstrates an understanding of the implication of the Treaty of Waitangi on today's society and a commitment to ensuring that we meet our obligations under the Treaty. <p>Skills:</p> <ul style="list-style-type: none"> • Excellent organisational skills, accuracy and attention to detail • Self-motivated • Ability to problem solve • Active participant in team work and collaborative projects • Able to communicate sometimes complex

Your success profile for this role	What you will bring specifically
	<p>technical issues and solutions to a range of different stakeholders</p> <ul style="list-style-type: none"> • Good time management and prioritisation skills • Ability to apply new skills and archival theory to practical situations <p>Other requirements:</p> <ul style="list-style-type: none"> • Post graduate qualification in the field of librarianship or archival studies, or demonstrated relevant experience essential • Tertiary qualification, preferably in the humanities or social sciences.