

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. 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>Specialist accountabilities - Collections</p> <ul style="list-style-type: none"> • Contribute to the overall development of the Alexander Turnbull Library collections • Work on multi-format acquisitions, including published and unpublished collections • Provide assistance across curatorial areas when a team effort is required • Develop collections through purchase and donation • Engage and negotiate with donors • Work alongside communities, partners and stakeholders to identify potential collection development opportunities. • 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 • Arrange and describe collections • Facilitate Iwi/Māori access to mātauranga Māori by creating pathways to information in the collections • Represent the Curator in their absence 	<ul style="list-style-type: none"> • Collection that grows in accordance with a robust and transparent collecting plan, is relevant to the needs of researchers, responsive to changing priorities, and reflective of all sectors of the community. • 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
<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 • Communicate and consult efficiently across ATL, and with other parts of the Library • 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>Capability</p> <ul style="list-style-type: none"> Continually develop a working understanding of mātauranga Māori as it applies to the kaitiakitanga of the ATL collections, and their status as documentary heritage and taonga Continually review the capability needed to support the organisation in delivering on outcomes. Balance the routine demands of daily tasks with the maintenance of ongoing projects requiring creative thinking and applied scholarship Proactively share experience, knowledge and ideas 	<ul style="list-style-type: none"> Action taken to address identified capability gaps within their curatorial area, specifically in support of collection development, arrangement & description, research enquiries, and outreach.
<p>Partnership with client groups</p> <ul style="list-style-type: none"> Engage effectively, in a way that ensures that the needs of internal clients, the research community, and external agencies are understood and met 	<ul style="list-style-type: none"> Priorities are identified, and engagement strategies are developed and implemented. The Library's commitment to Te Tiriti o Waitangi, diversity, equity and inclusion, particularly as they inform collection building, relationships, and communication is demonstrated.
<p>Continuous improvement</p> <ul style="list-style-type: none"> Draw on knowledge of current good 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	✓	✓		✓		✓
	Legal Services, Finance, Technology Services		✓		✓		✓
External	Researchers	✓	✓		✓		✓
	Donors	✓	✓	✓	✓		✓
	Colleagues from other institutions	✓	✓	✓	✓		
	Vendors and Publishers	✓	✓	✓	✓		

Your delegations	
Human Resources and financial delegations	Z
Direct reports	0

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 <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of the geography, history, and cultures of New Zealand and the Pacific • Demonstrated knowledge, understanding and willingness to engage with current developments, trends, and technologies in 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

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