



<b>Job Title</b>	Digital Preservation Manager
<b>Branch</b>	Information, Knowledge and Systems (IKS)
<b>Business Group</b>	National Library of New Zealand
<b>Reporting to</b>	Director, Preservation Research and Consultancy
<b>Location</b>	Wellington
<b>Duration</b>	Permanent
<b>Salary Range</b>	IM, Band J

## Purpose

The passing of the National Library of New Zealand (Te Puna Matauranga o Aotearoa) Act 2003 requires the Library to collect, preserve and make accessible digital collections, along with the traditional paper collections, in ways that ensure current and future access to New Zealand's documentary heritage.

The National Library of New Zealand must be able to fulfil its statutory responsibilities for the long term storage, preservation and accessibility of digital information through the provision of robust digital archive systems and processes.

Digital preservation is the ongoing suite of management and maintenance processes that ensure digital objects remain authentic, accessible, re-usable and understandable in the future, with minimal loss over time.

The primary focus of the Digital Preservation Manager is to provide leadership to a team of professionals undertaking the National Library's digital preservation programme.

The Digital Preservation manager is responsible for championing digital preservation issues in the Department as well as national and internationally.

They will contribute to the development of the strategic direction of the National Library with particular emphasis on the Library's collection building, preservation and access mandates.

This role will work closely with digital preservation teams in National Library, Archives New Zealand and with related teams within the department and vendors responsible for infrastructure, storage and systems.

## Key Tasks

### Management of Digital Preservation programme

- Managing the operational growth of the Library's digital preservation programme in conjunction with all relevant parties.
- Planning, development, administration and regular review of the Digital Preservation programme in the context of the strategic objectives of the Library, service improvement, quality control, legal compliance and best practice.
- Contributing to organisational development of strategy regarding digital preservation.
- Representing digital preservation initiatives within the Library. Collaboration and communication with curatorial, conservation and collection areas to ensure digital materials

remain accessible and available, and to further the understanding of the digital collections including ethical, bicultural, legal and access considerations.

- Leading or supporting research initiatives internally and externally including collaborating and participating in national and international digital preservation forums/projects.
- Developing relationships and networks with other archival institutions and professional associations.
- Ongoing surveys of the environment for emerging technologies, tools, products, services, techniques for costing, measuring and valuing the digital preservation etc.
- Managing resources. Ongoing assessment of the capacity and capability of the unit including staff, tools, technical systems and financial resources required for the team to achieve its objectives.
- Ensuring professional development of staff and lead and support staff to achieve their business objectives while remaining highly motivated and engaged.

### **Continuous Improvement**

- Ensure that a process of continuous review and improvement is reflected throughout all elements of the digital preservation programme.
- Draw on knowledge of best practice, advances in technology, and relevant research to develop an informed view of opportunities and challenges in digital preservation.

### **Liaison and Collaboration**

- Work with other staff and related roles in the National Library, Archives New Zealand and across the Department to identify and resolve challenges in the digital preservation domain
- Establish standards for management of the digital preservation programme
- Liaise with GTS staff
- Liaise with vendors and suppliers.
- Create a collaborative environment which enables effective engagement with other groups, to ensure both internal and external customer needs are understood and met
- Further the understanding of the digital collections, and the ethical, legal and cultural considerations related to digital preservation.
- Develop and collaborate with a network of professional relationships with other national and international archival institutions and professional associations engaged in digital preservation.
- Contribute to cooperative investigations, pilots, trials and research projects on behalf of National Library
- Collaborate with government agencies and other organisations, to develop hosting arrangements of third party materials within the digital archives.
- Proactively share knowledge, experience and ideas.

### **Health & Safety (for self)**

- 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

### **Health & Safety (for the team)**

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely.
- Ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries.
- Ensure all hazards are promptly assessed for their significance, and managed

## Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/ lead	Deliver to	
<b>Internal</b>							
• Digital Preservation team	Ü	Ü	Ü	Ü	Ü	Ü	
• Directors and operational managers across the National Library of New Zealand	Ü	Ü	Ü	Ü		Ü	
• Managers and staff from across the Library involved with the management of the Library's digital collections	Ü	Ü	Ü	Ü		Ü	
• Staff across National Library of New Zealand involved in the development and implementation of Library Strategy	Ü	Ü	Ü	Ü		Ü	
• Archives New Zealand staff in particular GDAP and Digital Continuity Team	Ü	Ü	Ü	Ü		Ü	
• Government Technology Services staff	Ü	Ü	Ü	Ü			
<b>External</b>							
• International Peers	Ü	Ü	Ü	Ü		Ü	
• Government departments	Ü	Ü	Ü	Ü			
• System and software vendors (Ex Libris, Oracle)	Ü	Ü	Ü	Ü			
• External technical advisors		Ü		Ü	Ü		
• Publishers, donors, depositors	Ü	Ü	Ü	Ü		Ü	
• Third parties requiring digital preservation services	Ü	Ü	Ü	Ü		Ü	

### Staff Management

Number of direct reports	5
Total number of staff reporting	5

### Delegations

Human Resource Delegations	Yes
Financial Delegations	Yes

## Person Specification

### Experience

- Demonstrable practical experience with digital preservation (particularly related to digital collections in libraries, museums, archives or special collections) is essential.

- High level management skills are essential. Experience in dealing with senior management at a strategic level is required. Experience in developing policy in a library or archive environment is highly desirable.
- Experience in planning and managing critical business projects is essential including using project management tools to track, manage and communicate progress on projects.
- Familiarity with infrastructure management is desirable including processes related to change management, system upgrades, interaction with technology support teams
- Experience in leading an expert team is desirable.

### Skills

- Demonstrated ability to research and resolve problems using a variety of resources and tools
- Ability to communicate complex technical ideas in simple language.
- Ability to work across multiple teams and disciplines.

### Education and Professional Memberships

- Doctorate or Master's degree in computing or a related information management discipline. Academic qualifications in another discipline with demonstrable experience and knowledge of the digital preservation environment will also be considered.

### Other

- Some experience in project management and business and project planning is highly desirable
- Excellent electronic, written and oral communication skills are fundamental.

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## Competencies\*

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The Competencies\*\* required for this role consist of both core Departmental and job specific competencies. The core competencies are shown below in italics. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

<b>Competency Cluster</b>	<b>Competency</b>
Managing and developing people	<i>Developing direct reports and others</i>
Integrity	<i>Integrity and Trust</i>
	<i>Ethics and Values</i>
Intelligence	<i>Learning on the Fly</i>
Emotional Maturity	<i>Self Knowledge</i>
	<i>Composure</i>
Managing Complexity	<i>Problem Solving</i>
Talent to Execute	<i>Drive for Results</i>
	<i>Technical Skills</i>
Positive Energy	<i>Perseverance</i>
Managing Diverse Relationships	<i>Interpersonal Savvy</i>
Achieves Effectiveness for Maori	<i>Effectiveness for Maori</i>

\*With the exception of Achieves Effectiveness for Maori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

\*\*Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.