



<b>Job Title:</b>	Facilities Coordinator - Kairuruku Whare	<b>Group:</b>	Organisational Performance
<b>Report lines:</b>			
<b>Direct Reports:</b>	<b>Reports To:</b>	<b>Key Stakeholders:</b>	
0	Property Operations Manager	<ul style="list-style-type: none"> <li>• Digital Preservation and Technology Group</li> <li>• Organisational Performance Group</li> <li>• Digital Preservation and Technology Group</li> <li>• Collection Management Group Landlords including DIA Property</li> <li>• Vendors and contractors</li> <li>• Other external agencies</li> </ul>	

### About Ngā Taonga Sound and Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand's audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand's audiovisual taonga. Our kaupapa expresses our commitment to the principles of the Treaty of Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

### Position Purpose

The Facilities Coordinator is responsible for the day-to-day facilities and logistics coordination across Ngā Taonga properties to ensure the smooth running of facility management and contractor operations. This role, with a home base and focus on the Archive's Avalon / Motutawa facility in Lower Hutt, contributes to and implements robust facilities management practices to ensure the Archive's properties are operated in a way that is efficient and safe for both kaimahi and collections.

The role is also responsible for identifying and working with relevant kaimahi to mitigate and/or resolve health and safety hazards and risks, championing good health and safety practices. The role provides input into the creation and maintenance of policies, procedures and other documentation relating to health and safety practices and emergency response preparedness.

### Key Accountabilities

#### 1. Site Coordination

- Contribute to the establishment and compliance with approved standards for Ngā Taonga facilities.
- Support the Property Operations Manager to ensure contract maintenance and building, and infrastructure upgrades, are completed on schedule.
- Act as primary site contact for the landlord, DIA and neighbouring businesses in the Motutawa precinct during business hours.
- Respond to emergency after hours situations when required.
- Contribute to procedures for site inductions for visitors and staff and support implementation.
- Participate in ensuring on-site security access, rostering and approvals for locking and alarm-setting regimes are effective.

- Coordinate coverage for after hours and emergency access to Ngā Taonga sites.
- Coordinate coverage for the essential servicing of Ngā Taonga sites according to business continuity plans and procedures.
- Co-ordinate all contractor activity with the Property Operations Manager (including, but not limited to, security, building, environmental testing, climate control, pest management, cleaning, etc.) liaising with relevant kaimahi as required.

## **2. Repository and Logistics**

- Provide support for planned collection movements for all repositories and on-site coordination at Motutawa.
- Contribute to work method statements for collection and kaimahi safety during scheduled maintenance.
- Support logistics and business continuity planning.
- Provide back-up cover for vault management and retrieval requirements if required.
- Work with relevant kaimahi to manage Archive vehicles and process (keys, parking, maintenance).
- Liaise with relevant kaimahi to enable alignment of property and facilities management with policies and procedures for collection care.
- Maintain oversight of keys, key codes and other vault access information in line with archive policy.
- Liaise with relevant external providers to maintain building compliance regimes, maintenance and cleaning of vaults.
- Contribute to procedural development for facilities management and health and safety.

## **3. Environmental Maintenance**

- Support effective building management including monitoring and providing input around security and property maintenance.
- Take an active approach to the continuous improvement of vault maintenance and contributing to the development and implementation of collection storage quality assurance.
- Contribute to Emergency Response Plans for all facilities.

## **4. Health, Safety and Wellbeing**

5. Contribute to the creation and review of annual H&S workplans, policies, procedures and protocols that ensure compliance with health and safety including emergency response requirements.
6. Maintain an appropriate understanding of the Health & Safety and Work Act 2015.
7. Champion compliance with all relevant Health and Safety policies, requirements and legislation championing good health and safety practices, and assist with monitoring and reporting on compliance.
  - Act as the Chief Fire Warden for Motutawa when the Property Operations Manager is absent.
  - Be alert to identify or respond immediately and appropriately to health and safety issues, risks and hazards including psychological wellbeing matters.
  - Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

## **8. Contribute to Team Results**

- Establish and monitor own work programme in conjunction with manager.
- Regularly review own current capabilities and build or source required skills.
- Take part in cross-functional and organisational priority initiatives.
- Consider the team's financial and other resources in identifying solutions and carrying out the work programme.
- Look for opportunities to make improvements to workplace practices that improve Ngā Taonga operations and performance.
- Actively participate in the Performance Development Process.
- Look for opportunities to model and reinforce Ngā Taonga Valued Behaviours and encourage others to do the same.

## **9. Mātauranga Māori**

- Advocate and support our commitment to a kaupapa-centred approach across all roles and activities of Ngā Taonga and encourage others to do the same.
- Identify and participate in job relevant learning activities to develop or enhance your understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centred approach, taonga Māori and mātauranga Māori.

- Take responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of your work activities.
- Encourage and support the use and normalisation of te reo Māori in the workplace.

#### 10. Customer Service and Relationship Management

- Provide a level of customer service to internal and external parties that enables optimal outcomes.
- Maintain positive relationships with internal stakeholders through regular and open communication.
- Establish and maintain positive relationships with external stakeholders, where required.
- Prioritise requests according to set standards and criteria
- Contribute to customer service culture, processes, and procedures.

#### 11. General Digital Capability

- Continuously seek to improve your digital capability as appropriate for your role.
- Encourage and support others to increase their capability by sharing your own digital skills.

#### Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Doing what is right</i>	<i>Empathy and genuine concern</i>	<i>Connection and collaboration</i>	<i>Value and benefit to others</i>	<i>Integrity and trustworthiness</i>
Outcome: We are <b>trusted</b>		Outcome: We are <b>connected</b>		Outcome: We are <b>valued</b>
Valued Behaviour		Narrative/Explanation		
We value the collection by sharing it		<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>		
We lift each other up		<i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i>		
We are easy to work with		<i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i>		
We strive to do better		<i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people</i>		
We use our time and resources responsibly		<i>Every day we focus on delivering value for money – with our own time, with the time of our colleagues, and with the financial, physical, environmental and intellectual resources at our disposal. We are thoughtful about our impact on the physical environment. We are always mindful of the significant contribution our funders, including New Zealand taxpayer makes to our organisation.</i>		

#### Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> <li>• Full NZ driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in facilities management or related field.</li> <li>• Qualification in health &amp; safety</li> </ul>

### Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Two or more years' experience in a hands-on facilities management role.</li> <li>• Understanding of storage and/or controlled climate environments.</li> <li>• Excellent oral and written communication skills.</li> <li>• Understanding of the importance of health and safety regulations and practices.</li> <li>• Proficiency in MS Office (Excel, Word, Outlook).</li> <li>• Excellent time management and planning skills and the ability to maintain high standards and meet deadlines under pressure.</li> <li>• Comfortable operating in a tikanga / kaupapa Māori environment.</li> <li>• Self-motivated, detail-oriented, and able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing logistics for high value assets.</li> <li>• Experience in working on projects using recognised project methodology.</li> <li>• Experience with procurement processes</li> <li>• Experience working with heritage collections</li> <li>• Awareness of the provisions of the Treaty of Waitangi</li> <li>• Proficiency in te reo Māori.</li> <li>• An understanding of appropriate tikanga for handling taonga.</li> <li>• A strong interest in New Zealand history.</li> </ul>

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*