



<b>Job Title:</b>	<b>Collection Manager, Repository - Poutaki Pātaka</b>	<b>Group:</b>	Collection Management
<b>Report lines:</b>			
<b>Direct Reports:</b> Up to 6	<b>Reports To:</b> Group Manager, Collection Management	<b>Key Stakeholders:</b> <b>Collaborative</b> <ul style="list-style-type: none"> <li>• Collection Management Group</li> <li>• Organisational Performance Group</li> <li>• HS&amp;W Committee</li> <li>• Digital Preservation and Technology Group</li> <li>• People Practice Team</li> <li>• Business Support Team</li> <li>• Lead Advisors</li> <li>• Utaina team</li> </ul> <b>Customer</b> <ul style="list-style-type: none"> <li>• All Ngā Taonga kaimahi</li> </ul> <b>Sector</b> <ul style="list-style-type: none"> <li>• Vendors and contractors</li> <li>• External agencies</li> <li>• GLAM Sector</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 te Tiriti o 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 purpose of the Collection Manager, Repository position is to manage and maintain the collections held in physical repositories of Ngā Taonga. They are responsible for the design, development, and implementation of collection standards, movement and care workplans, as well as projects aligned with all relevant Ngā Taonga strategies, policies, procedures and outcomes.

They work closely with their colleagues in Collection Management Group, the Property Operations Team, and the Digital Preservation and Technology Group to ensure that there is a cohesive approach to repository work, including plans for continuous improvement and future needs.

This role is responsible for the leadership, people management, and operational management of the Repository Team.

## Key Accountabilities

The **Collection Manager, Repository** is primarily accountable for:

The management of collections held in Ngā Taonga physical repositories, including coordinating and/or collaborating on a range of activities relating to collection care, storage and movement. The Collection Manager, Repository manages the Repository team who undertake a range of collection and repository management processes and projects, as well as providing shelving and retrieval services.

From time to time the role will oversee projects relating to the Repository function, during which time the number of direct reports assigned may temporarily grow for the period of the project.

### 1. Strategy, Planning and Leadership

- Be a thought leader in the development of collection handling and management principles and standards.
- Proactively support the development of any appropriate tikanga around collection care, movement and handling in line with the Tiakina – Kaitiaki Relationship Framework and the Mātauranga Māori Strategy.
- Provide specialist advice on collection care and storage issues.
- Develop and manage relevant in-house business and process improvement initiatives in collaboration with other relevant kaimahi.
- Manage and prioritise projects and BAU according to standards, criteria and budgets.
- Provide process insights to assist with forecasting, continuous improvement, cost recovery, strategy and reporting.
- Champion and represent Ngā Taonga with external partners, vendors and stakeholders and provide subject matter expertise.
- Ensure work priorities align with the Archive's strategies and business plans.
- Champion and role model excellent collection management practices.
- Keep abreast of emerging trends and developments related to physical collection management practices.
- Manage the team's resources, reporting and compliance.

### 2. Collection and Repository Planning

- In consultation and collaboration with colleagues across Ngā Taonga, lead the development, revision and implementation of repository team workplans, strategies, procedures, policies and systems for ongoing alignment, efficiency and effectiveness.
- Lead the scoping, planning, forecasting, budgeting and monitoring of collection storage needs and capacity across the network of repositories, in collaboration with Collection Managers and the Property Operations team.
- Work with relevant kaimahi to develop, plan, and implement collection management projects, including the large-scale movements of collections, as required to effectively protect archival collections and create business efficiencies, leading some projects as required.
- Understand and respond appropriately to collection management priorities and projects.
- Contribute to Business Continuity and Disaster Recovery Planning and support effective implementation.
- Work with the Property Operations Manager to undertake projects to upgrade collection storage systems and schema, leading some projects as required.
- Provide regular reports on the format and condition of collections stored in Ngā Taonga repositories to support internal and external reporting.
- Provide reports on the use of collection storage in the repositories to the Group Manager and, when required, the Leadership Team.
- Specify repository property requirements to the Property Operations Manager and work with them to resolve budgets, property planning, H&S requirements or other issues that may arise from those specifications.
- Contribute to work required for external reporting, including collection valuation.

### 3. Collection and Repository Management Processes

- Develop, implement, maintain and monitor standards and systems for the movement and tracking of collections.
- Apply robust practices that ensure safe movement and handling of collection items that meet the needs of Collection Management and Preservation.
- Ensure collection items are stored in the conditions that best meet their specific requirements according to Ngā Taonga policy and standards.
- Develop and maintain collection handling guides and ensure that they are being followed.
- Provide collection handling training to Archivists and other kaimahi who handle collection material.
- Ensure quality control is maintained for repository and collection management.
- Manage repository equipment and supplies and include maintenance of these in budgeting plans.
- Manage contractors providing collection related work ensuring their work meets best practice.
- Ensure the maintenance of accurate documentation of collections through boxing, coding, and listing collections to agreed standards.
- Ensure location control is maintained over the collections.
- Contribute to and lead when required the development of collection protection initiatives including work method statements and vault inductions.

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

- Maintain a high-level understanding of the Health & Safety and Work Act 2015.
- Contribute to the creation and maintenance of policies, procedures, protocols as related to physical collection management practices.
- Support compliance with all relevant Health and Safety policies, requirements and legislation championing good health and safety practices, and monitoring and reporting on compliance.
- Be alert to identify or respond immediately and appropriately to health and safety issues, including psychological wellbeing matters.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

#### **5. Contribute to the Collection Management Leadership team**

- Work collaboratively with other members of the Group to develop and implement the business group's operational workplans.
- Share information on the team's operating environment, work programmes, resources and capabilities to inform strategy development, resource allocation and decision-making.
- Lead, drive and contribute collaboratively with colleagues to the identification and progress of business improvement initiatives, cross-functional projects and organisational development activities.

#### **6. Lead Your Team**

- Provide a consistently high standard of people and operational management.
- Develop, manage and maintain projects, plans and processes for the team's operations, work programmes and resources to enable the team to deliver the business group's operational workplan.
- Lead the team to ensure they respond using excellent customer services practices to internal and external requests.
- Provide leadership and line management to direct reports, building and developing a high-performing team with individual goals and objectives that are aligned with the team workplans and connected to the Ngā Taonga bigger picture.
- Maintain oversight of the current capabilities in the team and build capability by coaching and mentoring direct reports (and others as appropriate), identifying capability gaps and ensuring all team members have an appropriate professional development plan to develop their skills and capabilities.
- Ensure expectations and accountabilities of all team members are clear and documentation is up to date and consistent with expectations, and that systems are in place for reporting.
- Ensure team functions are kaupapa-centred, effective and high performing.
- Identify and manage resourcing needs for all work programmes.
- Manage the recruitment, onboarding and induction of team members in line with Ngā Taonga practices, to set them up for high performance.
- Identify opportunities and changes that constantly seek to improve the employee experience within the team and across Ngā Taonga.
- Encourage and support staff to increase their digital skills and understanding of working with this medium.
- Take responsibility for sharing digital skills and understanding across members of the team.

## 7. 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 virtual teams, and 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.

## 8. 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

## 9. 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.

## 10. 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 Behaviors

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>
<i>We use our time and resources responsibly</i>	<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>• Tertiary qualification or equivalent experience</li> <li>• Full NZ driver's licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate tertiary qualification in facilities management or similar.</li> </ul>

#### Knowledge/Experience

Essential	Desirable
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<ul style="list-style-type: none"> <li>• Proven experience in physical collection storage, management and care, ideally with audiovisual components.</li> <li>• Excellent time management and planning skills and the ability to maintain high standards and meet deadlines under pressure.</li> <li>• Experienced in project management, planning, development and implementation using recognised tools and practices.</li> <li>• Three years' people management and budget management experience.</li> <li>• Excellent communication skills including in the creation of procedures, standards and reports.</li> <li>• Proficiency in MS Office (Excel, Word, Outlook).</li> <li>• Awareness of te Tiriti o Waitangi and the responsibilities of Treaty partnership.</li> <li>• Comfortable operating in a tikanga / kaupapa Māori environment.</li> <li>• Self-motivated, detail-oriented, with a dedication to continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in organisational health and safety practices in an environment with medium to high risks, including supporting a strong H&amp;S culture.</li> <li>• Familiar with preservation practice for taonga, both preventive and remedial.</li> <li>• Understanding of relevant legislation including the Health and Safety At Work Act 2015 and relevant industry codes of practice.</li> <li>• Public sector experience.</li> <li>• Understanding of the work of audiovisual archives or other cultural heritage institutions.</li> <li>• A strong interest in New Zealand history.</li> <li>• Experience with collection database or inventory management software implementation.</li> <li>• Experienced in strategy and policy development.</li> </ul>
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*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.*