



POSITION DESCRIPTION

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.

We are a bicultural, non-profit organisation, dedicated to collecting, sharing and caring for New Zealand's audiovisual taonga. Our values, Conservation, Connection and Creativity, and our kaupapa centred approach drive everything we do and are the foundations which support us in being New Zealand's audiovisual archive of choice.

We are committed to the principles of te Tiriti o Waitangi/The Treaty of Waitangi and support the revitalisation of te reo Māori, encouraging all employees to use te reo Māori in their daily business activities, develop an understanding of tikanga and demonstrate openness to Māori perspective.

Position Title:	Radio/Music Collection Team Leader - Kaiārahi Tira Kohinga Oro
Department:	Collection Services
Reports To:	Depositor Experience Manager – Poutaunaki Hunga Tuku
Direct Reports:	1 - 3
The purpose of this position is to identify potential radio and music deposits, negotiate with the owners and rights holders for those deposits and acquire them. This position will also be expected to manage employees engaged in the same purpose.	
Location:	Wellington
Job Grade:	16
Date:	May 2019

External Key Relationships

Relationship	Nature of Relationship
Radio New Zealand	Client
Broadcast radio stations	Client
Music producers/record companies	Client
Broadcasting network associations	Network
Archives, Museums & Libraries	Client
Sound Material Producers	Client

Internal Key Relationships

Relationship	Nature of Relationship
Depositor Experience Manager – Poutaunaki Hunga Tuku	Reports to
Collection Development Team	Colleagues / manages
Collection Services employees	Colleague
Ngā Taonga employees	Colleague

Key Result Areas

The position of Radio/Music Collection Team Leader – Kaiārahi Tira Kohinga Oro encompasses the following major functions or Key Result Areas:

Jobholder is responsible for	Jobholder is successful when
<p>1. Key Result Area 1 Deposit of new radio and music material</p>	<ul style="list-style-type: none"> • New radio and music material is added to the collection according to Ngā Taonga Annual Acquisition Plan. • New deposits are negotiated with depositors and expectations and responsibilities are clearly recorded.
<p>2. Key Result Area 2 Accessioning and rehousing collection material</p>	<ul style="list-style-type: none"> • Data relating to new material accurately entered into the Ngā Taonga database. • New material accurately labelled and located in the Ngā Taonga storage system. • New collection material is examined and then repaired, cleaned and rehoused if necessary.
<p>3. Key Result Area 3 Team Leadership</p>	<ul style="list-style-type: none"> • Employees are inspired, coached and supported in their work. • Workflow is co-ordinated across Collection Development and with other Ngā Taonga teams. • Succession and development plans are in place. • A highly engaged team is built and maintained. • Ngā Taonga behaviours are role modelled
<p>4. Key Result Area 4 Contribution to Collection Services</p>	<ul style="list-style-type: none"> • Contributions are made to Collection Department reports. • Contributions are made as required to project and contract outputs. • Working with Ngā Taonga employees on collection tasks as required. • Information relevant to the Collection Services team is shared freely. • Meetings are attended and appropriate input provided.
<p>5. Key Result Area 5 Health, Safety and Wellbeing</p>	<ul style="list-style-type: none"> • All employees are trained on and are aware of the Health and Safety Management System and all incidents, accidents, hazards, near-misses and claims of pain or discomfort are actively managed. • Displays commitment through actively providing leadership in the area of health and safety and takes proactive steps to ensure we comply with all health and safety obligations. • Role models best practice health and safety practices. • Carries out due diligence on health and safety matters. • Is alert and responds immediately when issues are identified. Actively manages any incidents, accidents, hazards, near-misses, and claims of pain or discomfort and ensures

	<p>these are reported and appropriately actioned.</p> <ul style="list-style-type: none"> • Fosters a safety culture in which health and safety and wellbeing is top of mind for all our employees. • Supports and encourages employee participation by ensuring employees are aware of how they can participate and assist with workload issues to allow their involvement. • Keeps up to date on health and safety matters.
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Person Specification

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> • Full NZ driver's license • Tertiary qualification 	<ul style="list-style-type: none"> • Management or negotiation qualifications

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> • Expert understanding of the requirements of Ngā Taonga and its collection policies • Three to five years' experience working with archival material in particular, radio and music formats • Expertise in negotiating deposits • An understanding of archival ethos, practice and standards • Experience in letter and report writing • Accuracy in data entry • Two years' minimum people leadership experience • Comfortable operating in a tikanga / kaupapa Māori environment • Understanding of appropriate tikanga for handling taonga 	<ul style="list-style-type: none"> • Understanding of New Zealand history • Understanding of NZ broadcasting history • Understanding of audio recording history • Understanding of moving image history • Project management experience • Awareness of tikanga Māori and openness to working with iwi and Māori communities • Understanding of te Tiriti o Waitangi and the responsibilities of the Treaty partners • A degree of fluency in te reo Māori is of benefit • Experience working with iwi and Māori communities

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	Negotiation skills
Advanced level	Understanding of radio broadcasting and music industries Archival principles and practices People management Collection material handling standards
Working Knowledge	Microsoft Office Suite Collection material preservation techniques Tikanga appropriate to handling Taonga
Awareness	Te tiriti o Waitangi/The Treaty of Waitangi

Change to Position Description

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.

Employee Name
Radio/Music Collection Team Leader
Kaiārahi Tira Kohinga Oro

Date

Approved: Louise McCrone
Acting Group Manager Collection Services
Poutakinga Rōpū Ratonga Kohikohinga

Date