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 audio-visual taonga. Our values: *Conservation, Connection* and *Commitment*, and our kaupapa centred approach drive everything we do and are the foundations which support us in being New Zealand's audio-visual archive of choice.

We are committed to the principles of the te Tiriti o 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:	**Archival Digitisation Planner – Kaiwhakamahere Hanga Hōtaka**
Department:	Utaina, AV Digitisation & Preservation Project
Reports To:	Digital Preservation Manager, Utaina - Kaiwhakahaere Whakapounamu Taonga Ataatarongo, Utaina
Direct Reports:	nil

The **purpose** of this position is to plan and execute delivery and receipt of physical and digital collection items as part of Utaina!, a four-year mass digitisation project to preserve New Zealand's audiovisual heritage. The role will ensure smooth collection processing by planning, delegating and overseeing processes for in-house tracking, assessment, packing and return of collection items from and to vault storage, as well as receipt and storage of digital preservation masters and access copies to a digital library system, based on LTO tape storage.. These processes will define the pipeline of work between Ngā Taonga and Memnon, the external digital preservation vendor, ensuring the Archive meets delivery, output and preservation standards across the project's four-year lifetime.

Working closely with a team of in-house archivists, the Digitisation Planner ensures that the project's throughput remains constant and that digital file receipt, acceptance and processing keeps pace with delivery. In the first six months this role will ensure that prioritised magnetic media content is identified, assessed, and prepared for digital preservation in the collection vault. In subsequent years, this role will maintain consistently high digitisation throughput volumes, as well as resolving issues for collection items that may require bespoke treatment or special handling. A high level of technical expertise and experience in managing digital media and related quality control will be required. This role also demands demonstrated evidence of project planning and delivery in relation to collection management best practice.

Location:	Wellington
Job Grade	18
Date:	July 2021

External Key Relationships

Relationship	Nature of relationship
• Audiovisual project partners	• Collegial/informs/supports
• Crown Collection owners	• Informs
• Heritage sector agencies	• Collegial

Conservation suppliers/vendors	Commercial/manages/informs
Logistics suppliers	Commercial/manages/informs
Third party vendor – digitisation & digital preservation	Informs

Internal Key Relationships

Relationship	Nature of relationship
Project Manager	Reports to
Digital Preservation Manager	Reports to
Project Owners	Collegial/Supports
Project Team Members	Guides/supports
Leadership Team Members	Supports/guides
Preservation Archivist Team Members	Collegial, consults
All Ngā Taonga employees	Collegial

Key Result Areas

The position of **Archival Digitisation Planner** encompasses the following major functions or Key Result Areas:

Jobholder is responsible for	Jobholder is successful when
KRA 1 Delivery of Utaina by specifying, planning and maintaining the pipeline of physical collection Items to the vendor; needed to ensure the project's outputs are met for the Ministry of Culture and Heritage and Ngā Taonga.	Appropriate collection workflows, protocols and procedures are in place for Utaina to ensure the effective delivery of services using prioritisation, digitisation and preservation frameworks to: • Ensure that the project has a workflow designed and tested to deliver the prioritised content to the vendor • Liaise with transport service providers to ensure appropriate handling protocols and scheduling are in place. • Ensure that the pipeline is able to be fully maximised and is run efficiently throughout the project • Raise and/or resolve potential issues between preservation priorities and the project delivery capacity • Liaise with in-house resources when required • Write and deliver all required reporting to a high standard and within specified timeframes
KRA 2 Liaising with the Utaina project team on behalf of Ngā Taonga	Appropriate advice, support and guidance is provided to the Leadership Team and Ngā Taonga Board including: • Make leadership decisions on project delivery issues, with particular focus on safeguarding targets. • Brief and advise on project matters as required across the business and externally. • Brief and advise stakeholders and project team members. • Maintain business performance during transitionary periods. • Provide any post project follow-on action recommendations from an archival perspective.

	• Appropriate and timely advice and support is provided to the Chief Executive when required • Engagement with the Project and Preservation Archivist Teams is positive and collaborative • A kaupapa-centred, organisation-wide perspective is consistently demonstrated
KRA 3 Monitoring the project's outputs of digital preservation masters and access copies to meet standards agreed for preservation, quality, functionality and ease of access.	Undertake (or where appropriate delegate): • Acceptance monitoring and testing • Acceptable time, cost, and service tolerances are set and maintained: • Monitoring and progress reporting is fit for purpose and regularly reviewed
KRA 4 Kaupapa Centred Organisation	Contributes to and supports the Ngā Taonga kaupapa-centred approach, including policies and process. • Upholds the Kaitiaki Relationship Framework • Seeks advice from and works in collaboration with the Pou Ārahi
Key Result Area 5 Health, Safety and Wellbeing	All employees will ensure they are responsible for their own health and safety and wellbeing and that of others. • Carries out work in a safe manner, ensuring own safety while taking care not to put others at risk. • Is alert and responds immediately when issues are identified. Accurately reports all incidents, accidents, hazards, near-misses, pain or discomfort, and any concerns to their Manager in a timely manner. • Follows all health and safety policies and procedures, and takes practical steps to create and maintain a safe and healthy environment. • Is involved in health and safety through participation and consultation. 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 these are reported and appropriately actioned.
	• 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.

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Key Behaviours

Conservation		Connection		Commitment
Tika	Pono	Hono	Tangata	Aroha
Do what is right	*Integrity and Trustworthiness*	*Connection & Collaboration*	*Valuing and benefit to others*	*Empathy & Genuine Concern*
Outcome: We are **trusted**		Outcome: We are **connected**		Outcome: We are **valued**

Valued Behaviour	Narrative/Explanation
We value the collection by sharing it	*New Zealanders can only care about something if they know it exists – so our primary purpose is to share the collection. However, this must never put the collection in harm's way. Appropriate care and handling must be demonstrated at all times. Depositors' rights, kaitiaki rights, and copyright holders' rights must be understood, valued and acknowledged. It is not our role to decide on appropriate use – including format, quality and reinterpretation. Instead, we facilitate a dialogue between rights holders and clients. When we present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, and tikanga. We also ensure that we showcase the work of the archive in the best possible light.*
We lift each other up	*We are never too busy to help each other out. We are respectful, civil and courteous at all times, even if we're personally having a bad day. We are mindful of the impact of our actions on other people, and value everyone's contribution, skills and mana. By supporting each other, we are all more successful. We can expect the best of each other and are generous in our interpretation of other people's motivations and actions. This applies equally to our colleagues, and people outside the organisation.*
We are easy to work with	*Simplicity, collaboration, and communication are key to everything we do. We continuously improve our processes – and our communication about our processes – so that they are simple and easy to understand. We keep our promises – and we don't make promises we can't keep. Our clients, whether they are internal or external, can't help but say "WOW – that was phenomenal service".*
We strive to do better	*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.
We use our time and resources responsibly	*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 the New Zealand taxpayer makes to our organisation, and if we were asked in the street, we could hand-on-heart say, "you are getting exceptional value from me and all my colleagues".*

Qualifications (or equivalent level of learning)

Essential	Desirable
• Qualification in related discipline, such as museum, archival, or audiovisual studies or equivalent institutional or industry experience in collection or media management involving both physical and digital heritage or audiovisual collections	• Qualification in audiovisual archives management • Extensive experience in heritage collection digital asset management, preservation and delivery in relation to the mass digitisation and preservation of magnetic media

Knowledge / Experience

Essential (indicate years of experience required as appropriate)	Desirable
• Experience leading the delivery of successful services functions • 5 years of relevant experience with collections or audiovisual media in a museum, archives or audiovisual production setting. • Experience in staff supervision. • Good business acumen in relation to accountability and outcomes reporting • Comfortable operating in a tikanga/kaupapa Māori environment • Experience in data analysis	• Operational experience as a senior member of a successful project team • Knowledge of archiving or preservation ethos, practice and standards • Extensive networks in the GLAM and/or recorded heritage sector • Relationship-building experience across multiple stakeholders and agencies • Sound knowledge of Te Tiriti o Waitangi and the responsibilities of the Treaty partners

Key Skills / Attributes / Job Specific Competencies

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

Expert level	• Senior leadership at a strategic executive level
Advanced level	• Ability to engage and influence across the whole organisation at a strategic level effectively and with multiple stakeholders • Project leadership and governance at a strategic level • Credibility in user communities • Advocacy of user requirements • Negotiation • Lead by influencing • Problem solving • Balance big picture and attention to detail • Communication • Planning

	• Manage training • Conflict resolution • Risk Management
Working Knowledge	• Microsoft office package – Word, Excel, Outlook, MS Teams and PowerPoint • Data management • Audiovisual software and hardware • Archival principles and practices – especially audiovisual archiving • Digital archiving trends and digital preservation systems • Budgeting and financial management • Data Analysis
Awareness	• Te Tiriti o Waitangi/Treaty of Waitangi • Te reo Māori me ona tikanga