

Palmerston North City Council Job Profile

Position Title	Heritage Assistant (Archives)
Reporting to	Heritage Team Leader
Unit	Community
Date Created	November 2019

Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

Context

Utilising Council's Library and Community facilities and resources, the Community Unit delivers a range of services that support many of Council's strategic outcomes, especially those relating to the social services and cultural sectors.

To be successful it is essential the unit place the community at the centre of all activities, ensuring that our programmes and services are equitable, effective and delivered efficiently. The residents of Palmerston North need to know that they will receive a consistent level of service regardless of the facility they visit; and that this same level of consistency is applied to the community groups and organisations supported by Council through our Unit.

The Heritage team enables communities to achieve their research objectives through the acquisition, preservation, and provision of access to the Ian Matheson City Archives collections. As well, it leads the development of, and content creation for, the Manawatū Heritage digital repository. The team also delivers heritage programmes and provides access to wider local history resources and New Zealand and Pasifika collections, including Kohikohinga and Genealogy, in a professional and community centric manner.

Main Purpose

The Heritage Assistant (Archives) is excited about our history and the people who contribute to it and enjoys working as a member of a team to provide a professional and informative heritage service for our users.

The primary focus of the role is to ease access to archival collections for users (both inhouse and external), through the acquisition, processing and preservation of both council and community archives, taking into consideration any legal requirements as pertain to our archives. As well, the role has an involvement in the digitisation programme that grows our online content on Manawatū Heritage.

Responsibility for Managing Staff

None

Financial Authority

None

Key Areas of Responsibility

- Ensuring the preservation and accessibility of the collections in the Ian Matheson City Archives, according to policies, procedures and legal requirements.
- Leading liaison with the PNCC Records team and Council officers, as relates to Council archives, including LIM requests.
- Identifying, acquiring and appraising community records for their inclusion in the Ian Matheson City Archives.
- Co-ordinating the Disaster Recovery Team for the Community Unit
- Supporting the provision of wider Heritage services, including a 7 day a week front facing customer service.

Other Areas of Responsibility

- Reviewing and ensuring the documentation of all archival policies and procedures, as practised by the Heritage team.
- Providing informative, professional, and tailored advice and services to council and community users.
- Identifying opportunities to create content and broaden the archive collections to reflect the diversity of the wider Manawatu identity.
- Contributing to the documentation of significant events in the life of the Council and city.
- Working with the Community to promote heritage collections, services, and programmes, and seek feedback from key groups and individuals to identify further opportunities to enhance and promote the service.
- Supporting the wider unit as needed.
- Taking personal responsibility for professional and personal development through keeping up to date on current issues and practices in relevant fields (especially in the area of digital technology), maintaining contact with other professionals, and participating fully in training opportunities as they arise.

Please note: Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required

Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

Key Relationships

Internal:

- Heritage Team
- City Library Team
- All teams within the Community unit
- Records Team of PNCC
- Wider PNCC staff who require research services for the running of Council business
- Disaster Recovery Group (across Community unit)

External:

- Current and potential users of Heritage services
- Community groups and organisations
- Local iwi and other Tangata Whenua
- Archival community, both local and national

Typical knowledge, skills, and attributes

Knowledge (*qualifications and experience*)

- A relevant tertiary qualification in archives and/or proven relevant experience is essential
- Research experience is essential
- A knowledge of the principals, standards, and accepted professional practices that apply to archives, and research, is essential.
- Experience in a customer-centric environment with a good understanding of the application of Manaakitanga (hospitality) is essential
- A Library qualification is desirable
- Understanding of the Treaty of Waitangi principles and how they apply in the context of libraries and archives

Skills and Attributes

- A passion for history with the ability to inspire this passion in others

- Excellent attention to detail and ability to work through tasks in a methodical and detailed manner
- Ability to work independently and be self-managing with tasks
- Ability to utilise relevant technology
- Knowledge and use of databases and data entry
- Self-motivated and proactive in resolving problems
- A strong drive to provide a relevant and effective community focused service
- Looks for opportunities for continuous improvement, both personally and professionally
- Is friendly, approachable, and able to engage with a wide range of people from varying backgrounds in an effective, sensitive and professional manner
- Ability to contribute to a positive team environment

Usual Hours of Work

This position is a 40 hour a week role, generally worked Monday to Friday. As the Unit is a seven day a week operation and delivers a range of services, staff are also required to work evenings and weekends, as per the roster, and cover wider customer services across the library when required. Staff are compensated with time in lieu for previously approved overtime in line with the Council's Employment Agreements and Management Team Leave Policy.

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.

Remuneration

- This role is graded at **GP3** on the Council's remuneration system, i.e. between **\$41,460** (85%) and **\$48,777** (100%) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **2.5%** of base salary is available.

Competencies

Core	
Service	Able to identify and understand customers' needs, find solutions, seek feedback and follows up on solutions.
Communication	Able to provide clear communication, seek clarification and communicate with a variety of people
Business ethics	Good understanding of and able to implement an ethical approach to work.
Information technology	Able to utilise the relevant computer packages used at Council
Role specific	
Library Skills	Developed a body of professional knowledge reflected by an appropriate tertiary qualification and/or equivalent experience. Knowledge base is current and regularly updated and extended. Allocates and manages resources within area of expertise.
Relationship Building	Able to build and maintain strong networks both internally and externally. Has an understanding of stakeholders' needs and the drive to deliver on commitments. Has understanding of underlying drivers at the group and individual level, and the

	impacts of diversity. Able to deal with and resolve conflict. Demonstrates understanding sensitivity to other groups and values diversity
Organisation Achievement	Pro-actively plans work cycle and identifies required resources and deliverables. Ensures that planning and action is aligned with the vision and direction of the organisation. Monitors and takes appropriate action to ensure goals and outputs are achieved. Reports regularly on progress. Seeks world class solutions to performance.
Team Work	Is an active and contributing team player. Models the standard for teams and teamwork. Understands team dynamics and is able to use these in building and developing teams.