



Job Title:	Project Manager Te Wharau Project – Poutaki Hinonga Te Wharau	Department:	Collection Management Group; Āhuru Project
Report lines:			
Direct Reports: 0	Reports To: Group Manager, Collection Management, Pou Kohinga Taonga	Key Stakeholders: <ul style="list-style-type: none"> • DCE – Organisational Performance (Co-chair of Āhuru Project) • Repository Manager • Property Operations Manager • Information Management Lead Advisor • Leadership Team • Financial Controller • Tier 3 Managers • Lead Advisors • Strategic Advisors • Project Owners • Project Team Members • Collections Archivist Team Members • Communications Team • All Ngā Taonga kaimahi 	

About Ngā Taonga Sound & 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 purpose of the one year fixed-term Project Manager Te Wharau Project - Poutaki Hinonga Te Wharau role is to create a plan and guide its implementation for material processing operations at Te Wharau, the new temporary building located in Naenae. The three-year lease of Te Wharau is part of a wider Āhuru Project, a collaboration between the Collections Management Group and the Property Operations team in the Organisational Performance Group. The key objective of Āhuru is to minimise our on-going property and storage costs while increasing the percentage of the collection in best-practice storage conditions by the end of the 27/28 Financial Year.

This Te Wharau Project Plan will ensure smooth and timely processing of physical collection items and corporate material. It will plan and implement processes that cover in-house tracking and documentation, assessment, packing and relocation of collection items and corporate material to and from other Ngā Taonga

sites, external recipients including depositors and other archives, and disposal and destruction service providers. The Plan and processes will define the pipeline of work over the project's three-year lifetime. The role will also establish ongoing monitoring and reporting procedures to ensure that the Project meets delivery requirements beyond the implementation phase.

The Project Manager, Te Wharau Project will work closely and collaboratively with a team of in-house archivists and other kaimahi across Ngā Taonga to ensure the processes are within established archival standards and Ngā Taonga policies and protocols. However, the role will also proactively identify gaps within those standards and policies and work with relevant kaimahi to fill them.

The role also provides some support to the wider Āhuru Project.

Key Accountabilities

1. Project and Process Implementation and Delivery

- Draft and then guide the effective implementation of a comprehensive Te Wharau Plan (the 'Plan') to ensure that processing of collection material and corporate material at Te Wharau uses resources effectively to meet the objectives of the Te Wharau Project (the 'Project'). The Plan must create and put in place appropriate workflows, protocols and procedures, to ensure the effective delivery of outcomes.
- Ensure that Ngā Taonga policies, procedures and protocols are followed within any new processes including but not limited to those relevant to taonga Māori collection material.
- Proactively identify gaps in current standards, policies and protocols and work collaboratively with relevant kaimahi to fill those gaps.
- Work closely with the Repository Manager to implement and create monitoring and reporting protocols for inventory tracking and collection moves.
- Provide appropriate advice, support and guidance to the Chief Executive, Āhuru Co-Chairs and the wider Leadership Team to inform leadership decisions on project delivery issues.
- Use robust change management practices to ensure the new processes are effectively established.
- Develop stakeholder communications protocols and plans in collaboration with the Communications Team.
- Work collaboratively with the Financial Controller on budgets and financial reporting relating to the Project as required.
- Raise and/or resolve potential issues relating to Project delivery capacity.
- Liaise with in-house resources when required.
- Write and deliver all required Project reporting to a high standard and within specified timeframes.
- Draft Project documentation including approval memos.
- Develop and implement ongoing monitoring and reporting procedures to ensure management have the means to report to the Ngā Taonga Board and to identify project delivery issues.
- Liaise with transport service providers to ensure appropriate handling protocols and scheduling are in place.

2. Liaising with the Āhuru project team and wider Archive

- Administer Āhuru Project meetings and Āhuru Governance Board meetings including creating reports, managing meeting schedules and writing minutes.
- Work with your manager and our Communications Teams to deliver communications that keep Ngā Taonga kaimahi appropriately informed.
- Brief and advise stakeholders and Āhuru Project team members.
- Provide any post project follow-on action recommendations.

3. 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.
- Uphold the Kaitiaki Relationship Framework.
- Seek advice from and work in collaboration with the Pou Ārahi.
- 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.

4. 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.

5. Health, Safety and Wellbeing

- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Comply with all relevant Health and Safety policies, requirements and legislation.
- Be alert to identify or respond immediately to health and safety issues.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

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 trusted		Outcome: We are connected		Outcome: We are valued
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,</i>		

	<i>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
At least five years' experience leading project planning and implementation where new workflows and processes within established frameworks and standards was an essential element.	Qualification or relevant experience in museum, archival or audiovisual collection management.

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> • Strong experience collaboratively designing and implementing new workflows. • Excellent relationship management skills and the ability to influence. • Change management experience. • Experience designing and implementing monitoring and reporting procedures and documentation. • Comfortable operating in a tikanga/kaupapa Māori environment. • A strategic thinker who can translate 'big-picture' into business plans and tasks. • Excellent verbal and written communication and presentation skills. • Ability to operate with discretion and integrity with sensitive matters. • Awareness and understanding of Te Tiriti o Waitangi/Treaty of Waitangi. 	<ul style="list-style-type: none"> • Understanding of appropriate tikanga for handling taonga. • Knowledge of archiving or preservation ethos, practice and standards. • Proficiency in te reo Māori. • Understanding and awareness of the role mātauranga Māori can play in a change process.

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.