



Job Title:	Poutaki Taonga Māori – Manager, Collections - Taonga Māori	Department:	Accessible Collections
Report lines:			
Direct Reports: 4	Reports To: Group Manager Accessible Collections	Key Stakeholders: Leadership Team Collection Growth Group Accessible Collections Group Suppliers/Vendors Depositors Heritage sector agencies International audio-visual partner organisations All Ngā Taonga employees	

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 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 Poutaki Taonga Māori is responsible for leading the team of Collection Archivists to achieve their strategic objectives and priorities, through the development and implementation of workplans aligned with all relevant Ngā Taonga strategies and outcomes, and the need to increase digital capability across the Archive. This role leads the team to ensure they effectively deliver prioritised project-based selection, acquisition, accessioning, arrangement, description, cataloguing, and rights clearance tasks in line with archival policies and standards across all Ngā Taonga collections. They do this by providing a consistently high level of customer service, managing and prioritising projects according to standards and criteria and providing process insights to assist with forecasting, continuous improvement, cost recovery, strategy and reporting.

In addition, the Poutaki Taonga Māori provides thought leadership and management of the standards and workflows for rights management for all Ngā Taonga Taonga Māori collections. This role plays an important strategic role advising on future, sector-focused best practice for rights management. This role is therefore key to the proactive development of partnerships and collaboration with external agencies in the sector, leading rights initiatives for projects such as Tāhuhu, and developing and managing in-house business and process improvement initiatives.

Key Accountabilities

1. Strategy, Planning and Thought Leadership

- Work collaboratively with colleagues across Ngā Taonga to contribute to relevant strategies, policies and Accessible Collections team workplans, championing excellent rights management practices and the application of the Selection and Acquisition policy.
- Take the lead on developing and analysing rights management insights for Taonga Māori, to continuously improve organisational and Accessible Collections and Collection Growth team outcomes.
- Keep abreast of emerging trends and developments related to Māori and indigenous rights management to develop an informed and critical view of the relevant strategic challenges and opportunities.
- Champion Ngā Taonga with external partners and stakeholders.
- Proactively develop and support partnerships and collaboration with external sector agencies.
- Develop and lead collaborative pan-Archive projects as required.
- Manage the team's resources, reporting and compliance.

2. Contribute to Accessible Collections Leadership Team

- Work collaboratively with other members of the Accessible Collections management team to develop and implement the business group's operational workplans.
- Contribute to setting and monitoring of budgets.
- 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 organisation development activities.
- Work with the Collections Manager Taonga Māori to ensure tikanga is identified and upheld as an integral component of the work of the team.

3. Lead Your Team

- 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.
- Provide distinct Māori leadership to the team and wider group and encourage high-quality tikanga-based practices and solutions.
- Lead the team to ensure they respond using excellent customer services practices to internal and external requests for collection information.
- 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.
- Identify key issues and risks and mitigate / escalate appropriately.
- Advocate with staff the need to increase digital capability across the Ngā Taonga, reflecting the fact that we are in a period of transition towards working predominantly born-digital content

- 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.

4. Workflows and Outputs Management

- Lead the team to carry out all aspects of selection, acquisition, accessioning, arranging, describing, cataloguing and clearing rights for all collection formats.
- Establish and implement policy and protocols for Selection and Acquisition.
- Lead the team to ensure backlog archival material is added to the collection according to the Ngā Taonga Annual Acquisition Plan, Deposit Agreement and Grant of Rights.
- Establish, implement and monitor quality assurance processes across all functions.
- Act as business owner for Tiakina, the Kaitiaki Relationship Framework, lead its ongoing development in collaboration with the Mātauranga Māori virtual team, implement rights clearance protocols for collection items, and advise on rights internally where required.
- Develop and maintain a knowledge base for current and future training.
- Ensure all required communications and reporting is written and delivered to a high standard, within specified timeframes and consistent with the Ngā Taonga kaupapa-centred approach and values.
- Complete project business cases, plans and reports in line with Ngā Taonga's project management methodology.
- Deliver key projects on time and on budget.
- Participate in the Mātauranga Māori virtual team.

5. 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.

6. Relationship Management

- Actively manage relationships and contractual agreements with key clients.
- Ensure relationships with internal stakeholders are maintained positively through regular and open communication.
- Ensure relationships with external stakeholders are established and maintained positively for service, research and development purposes.

7. Health, Safety and Wellbeing

- Provide leadership and contribute to policy development that sets the direction for health and safety and drives a strong health and safety culture.
- Be aware of the Archive's hazards and risks and be able to operate established controls to proactively meet all standards.
- Ensure compliance with all relevant Health and Safety policies, requirements and legislation.
- Maintain your own wellness, health and safety within the workplace, and support others to maintain theirs.

Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>	<i>Connection & Collaboration</i>	<i>Do what is right</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		<p><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></p>		
We lift each other up		<p><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></p>		
We are easy to work with		<p><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></p>		
We strive to do better		<p><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></p>		
We use our time and resources responsibly		<p><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></p>		

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none">Tertiary Qualification	<ul style="list-style-type: none">Level 3 or above of the Whakamātauria Tō Reo Māori Level Finder Examination (LFE), Te Taura Whiri i te Reo Māori.Tertiary qualification in Māori Studies, history, film, media and/or archival, museum or library studies, or similarFull NZ drivers' licence

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none">Minimum three years people management experience in an archival service role.Some competency in te reo MāoriExperience working with iwi and Māori communitiesUnderstanding of appropriate tikanga for handling taongaExperience in rights management.Demonstrated commitment to archival ethos, practice and standards.High standard of relationship management and sector collaborationExperienced in strategy and policy development.Experienced in project planning, development and implementation using recognised tools and practices.Experienced in Microsoft Office suite	<ul style="list-style-type: none">Proficiency in te reo MāoriA strong interest in New Zealand history

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.