



Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei
Honouring the Past; Inspiring the Future

POSITION DESCRIPTION

Job Title	Central Filekeeper
Directorate/Team	Policy Strategy and Corporate Services/Policy Team
Report To	Manager Archaeology/ArchSite Board of Governance
Role Purpose	To administer ArchSite in accordance with the site recording scheme handbook.
Direct Reports	Nil
Key Relationships	<p>Internal – Manager Archaeology, Director Policy, Archaeologists, Pouarahi, Legal Services Advisor, and all Heritage New Zealand staff.</p> <p>External – ArchSite Board of Governance, New Zealand Archaeological Association, Department of Conservation, ArchSite Coordinator, ArchSite subscribers, Eagle Technology, Iwi and hapu, landowners, archaeological and planning consultants, Local Authorities, Government agencies, universities and other research/technical institutions.</p>

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	<p>Administer ArchSite in accordance with the site recording scheme handbook, <i>Archaeological Site Recording in New Zealand</i>.</p> <p>Manage and curate the Site Recording Scheme’s Central File.</p> <p>Review and approve pending sites in ArchSite.</p> <p>Correspond with users regarding submitted site information.</p> <p>Assist users with system functionality.</p> <p>Provide advice to edit users about archaeological content/site recording.</p> <p>Answer external ArchSite enquires about content-related issues.</p>
Performance Accountability (2)	<p>Manage and resolve legacy data issues.</p> <p>Analyse data to resolve missing or incorrect data field information, so that reliable searches can be undertaken e.g. pa sites, identifying Region/TLA discrepancies (system generated).</p> <p>Retrieve non-digitised items from the Central File.</p>

Performance Accountability (3)	<p>Liaise with Eagle Technology e.g. logging errors, testing fixes, providing business context, feeding into system enhancements.</p> <p>Update blocks of data work e.g. outstanding NZAA Upgrade Project work, reviewing and entering records for people that do not have access to ArchSite.</p> <p>Compile help and process documentation.</p>
Performance Accountability (4)	<p>Provide feedback/advice to the Board of Governance.</p> <p>Attend NZAA's annual conference and present on ArchSite.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p> <p>All communication with regard to ArchSite matters to be undertaken using the ArchSite email address.</p>
Bi-cultural Responsiveness	<p>Promotes the principles of the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae).</p>
Health and Safety	<p>Ensures all requirements of health and safety are exceeded.</p>

Reporting

This role is jointly funded by Heritage New Zealand Pouhere Taonga, the Department of Conservation and the New Zealand Archaeological Association, for work on a service that is owned by the New Zealand Archaeological Association. These three parties have a special relationship with regard to the Site Recording Scheme (SRS) and ArchSite. As such, the role is jointly managed by the Manager Archaeology and the ArchSite Board of Governance (Board). The Board (of which the Manager Archaeology is a member) will set priorities and the work programme for the Central Filekeeper. The position is now hosted by Heritage New Zealand Pouhere Taonga.

Day-to-day administrative and human resources matters, such as leave applications, will be overseen by the Manager Archaeology. All matters relating to the operation of ArchSite and the Site Recording Scheme will be decided by the Board.

Person Specification - Essential Competencies and Attributes

Intellectual and Analytical Management	<p>Makes recommendations and decisions on appropriate information.</p>
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Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Meets high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p>
External Relationship Building	<p>Builds and maintains positive and constructive working relationships externally.</p> <p>Achieves clear and effective two-way communication with a wide range of people in all situations.</p> <p>Is respectful to the needs of ArchSite’s customers and of heritage stakeholders.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit, within the regional team and the wider organisation.</p>
Organisational Behaviours and Values	<p>Demonstrates the organisational behaviours and values.</p>

In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia – Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

Desired Qualifications and Professional Experience

Professional Experience and Credibility	<p>Understanding of biculturalism and the Treaty of Waitangi in relation to heritage and resource management.</p> <p>Ability to plan effectively and prioritise to meet deadlines.</p> <p>Ability to communicate information clearly to stakeholders in a solution-focussed manner.</p> <p>Negotiation and conflict resolution skills.</p> <p>Experience and competence in archaeological identification, survey, investigation, assessment, analysis and reporting.</p> <p>Experience with GIS platforms and online databases.</p> <p>Experience in preparing and presenting reports and recommendations.</p> <p>A current driver’s licence.</p>
A tertiary qualification	<p>A tertiary qualification (MA) in New Zealand archaeology or equivalent is preferred.</p>