



Job Title:	Senior Coordinator Facilities Management - Kaituitui Waihanga	Department:	Preservation
Report lines:			
Direct Reports: 0	Reports To: Manager Repository & Facilities	Key Stakeholders:	
		Collaborative <ul style="list-style-type: none"> • Business Support • Preservation Management Team • Collection Management Team • Lead Advisors • Share and Promote Managers • External contractors • DIA Property 	
		Customer <ul style="list-style-type: none"> • Motutawa People Leaders 	
		Leadership <ul style="list-style-type: none"> • Manager Repository & Facilities 	
		Sector <ul style="list-style-type: none"> • External agencies and contractors • GLAM Sector • Security vendors • Facilities Management Vendors • Building services and maintenance suppliers • Crown - FIL 	

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 Senior Coordinator Facilities Management is responsible for the oversight of day-to-day facilities and logistics coordination across Ngā Taonga properties to ensure the smooth-running of facility management and contractor operations across the Archive's sites.

Key Accountabilities

Led by the Manager Repository and Facilities, the Senior Coordinator Facilities Management is responsible for the maintenance and smooth running of Ngā Taonga properties. This role monitors and schedules work

on Ngā Taonga repository premises, with a home base and primary focus on the Archive's Avalon / Motutawa facility in Lower Hutt.

1. Site Coordination

- Ensure approved standards are upheld or established for Ngā Taonga facilities.
- Support the Manager Repository & Facilities and the Property Planning Team to ensure contract maintenance and building, and infrastructure upgrades, are completed on schedule.
- Act as primary site contact for the landlord, DIA and neighbouring businesses in the Avalon precinct during business hours.
- Respond to emergency after hours situations when required by the first contact.
- Conduct and coordinate site inductions, car-parking, desk and locker allocations for visitors and staff.
- Oversee on-site security access, rostering and approvals for locking and alarm-setting regimes.
- Coordinate coverage for after hours and emergency access to Ngā Taonga sites.
- Coordinate coverage for the essential servicing of Ngā Taonga sites according to business continuity plans and procedures.
- Oversee and co-ordinate all contractor activity (including, but not limited to, security, building, environmental testing, climate control, pest management, cleaning, etc.) liaising with Repository Assistant and Business Support as required.

2. Repository and Logistics

- Provide support and scheduling for planned collection movements for all repositories and on-site coordination at Motutawa.
- Work with the Collection Management Group and Manager Repository & Facilities to develop work method statements for collection safety during scheduled maintenance.
- Manage shipping containers for access, functionality and routine servicing of environmental control equipment.
- Support Utaina logistics and business continuity planning.
- Work closely with Repository Assistant to cover vault management and retrieval requirements.
- Work with Business Support and the Repository Assistant to manage Archive vehicles and process (keys, parking, maintenance).
- Ensure responsible and safe use of vehicles to transport collections in line with Archive policy.
- Maintain oversight of keys, key codes and other vault access information in line with archive policy, liaising with Business Support as required.
- Maintain building compliance regimes, maintenance and cleaning of vaults to schedule.
- Contribute to procedural development for facilities management and health and safety.

3. Environmental Maintenance

- Work with Senior Archivist Repository and Manager Repository & Facilities to monitor and address health and safety risks, evidence of decomposition (for example vinegar or other odour), security breaches, leaks, pests, additional cleaning requirements etc.
- Take an active approach to the continuous improvement of vault maintenance, reporting findings to the Manager Repository and Facilities, and contributing to the development and implementation of collection storage quality assurance
- Develop and deliver on Business Continuity Planning for collection access in relation to vault and collection access in the event of emergency or natural disaster.

4. Contribute to Team Results

- Establish and monitor own work programme in conjunction with manager.
- Regularly review own current capabilities and build or source required skills.
- Take part in cross-functional and organisational priority initiatives.
- Consider the team's financial and other resources in identifying solutions and carrying out the work programme.
- Look for opportunities to make improvements to workplace practices that improve Ngā Taonga operations and performance.
- Actively participate in the Performance Development Process.
- Look for opportunities to model and reinforce Ngā Taonga Valued Behaviours and encourage others to do the same.

5. Research

- Keep abreast of emerging trends and developments in facilities management in the context of audiovisual preservation and collection management.
- Facilities-based research as required for compliance, for example Building Codes, Health and Safety, and Resource Consent rules.

6. 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.

7. 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.

8. General Digital Capability

- Continuously seek to improve your digital capability as appropriate for your role.
- Encourage and support others to increase their capability by sharing your own digital skills.

9. Health, Safety and Wellbeing

- Act as the on-site Health & Safety Representative, oversee and implement site safety requirements.
- Chief Fire Warden for Motutawa.
- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Ensure compliance 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		<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>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></p>		

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none">• Full NZ driver's licence• Tertiary qualification in a related field	<ul style="list-style-type: none">• Qualification in heritage collection management or facilities management• Materials science or conservation qualification/s

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none">• Five or more years' experience in facilities management• Understanding of storage and controlled climate environments• Experience managing logistics for high value assets• Experience in project methodology• Demonstrated communication skills• Understanding of health and safety regulations and systems• Experience with procurement processes	<ul style="list-style-type: none">• Knowledge of legacy audiovisual broadcast or film formats• Experience working with heritage collections• Awareness of the provisions of the Treaty of Waitangi• Proficiency in te reo Māori.• An understanding of appropriate tikanga for handling taonga.• A 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.