

# **Presbyterian Church of Aotearoa New Zealand**

## **Director, Knox Information and Research Centre**

### **Position Description as at August 2012**

In March 2012 the Council of Assembly of the Presbyterian Church of Aotearoa New Zealand (PCANZ) resolved to merge the organisational functions of the Hewitson Library and Presbyterian Archives, and for the new entity (to be known as the Knox Information and Research Centre) to be placed under the control of PCANZ. Both the Archives and the Library are located in the Hewitson Building of Knox College. The decision to merge their functions follows an independent report in 2011, which reviewed the roles, functions and structures of the Library and Archives. Prior to the merger, the Hewitson Library came under the governance of the Council of Knox College and Salmond College Inc.

The Director of the Knox Information and Research Centre will have the task of both implementing the merger of the organisational functions of the Archives and the Library and developing the Centre in such a way that it fulfils its educational, research and information purposes for the benefit of the Church and the wider community.

**Purpose of position:** To manage the Knox Information and Research Centre

**Accountable to:** The Council of Assembly through the Assembly Executive Secretary (AES)

**Reports to:** The Assembly Executive Secretary and an Advisory Board

#### **Internal relationships**

- The staff of the Knox Information and Research Centre
- The Principal, staff and students of the Knox Centre for Ministry and Leadership
- The governing body, Masters, Bursar, staff and residents of Knox College and Salmond College
- The Assembly Executive Secretary and PCANZ Service Team
- The Director and students of Te Wananga a Rangi
- The Presbyterian Research Network
- The Friends of the Hewitson Library

#### **External relationships**

- The University of Otago, including the Central Library, the Hocken Library, the Department of Theology and Religion, the Centre for Theology and Public Issues, the History Department and the Centre for Irish and Scottish Studies
- The Synod of Otago and Southland
- Churches, presbyteries and synods of PCANZ, including Te Aka Puaho and Te Wananga a Rangi, and the Pacific Islands' Synod
- Archives and Records Association of NZ (ARANZ) – Dunedin Branch
- The owners and donors of various archival and library collections held by the Centre, including the Anglican Diocese of Dunedin, Methodist Church Archives, and UCANZ

- The trustees of endowments established to support the Hewitson Library

**Location:** Knox College, Dunedin

## Budget

Develop and manage the Knox Information and Research Centre budget as approved each year by the Council of Assembly

## Delegated financial authority:

- Expenditure as per approved budget
- Capital items over \$5,000 to be approved by the AES

## Key Result Areas

Key Result Area (KRA)	Key Tasks and Responsibilities
Strategic Plan	<ul style="list-style-type: none"> <li>• Lead the Advisory Board in the development of a strategic plan for the Centre</li> </ul>
Organisational leadership	<ul style="list-style-type: none"> <li>• Lead the Centre in a manner that supports, and is consistent with, the ethos and mission of the PCANZ</li> </ul>
Finance, Administration and Marketing	<ul style="list-style-type: none"> <li>• Ensure financial systems are put in place for the Centre</li> <li>• Develop and manage an annual budget</li> <li>• Identify and attract additional sources of income</li> <li>• Develop cost-saving synergies between Archives and Library</li> <li>• Apply for grants from church and community trusts and organisations</li> <li>• Draw up Memoranda of Understanding with entities other than PCANZ (e.g. Council of Knox College and Salmond College, Anglican Diocese of Dunedin) to confirm ownership and regulate use, responsibility for maintenance and insurance of library and archives collections</li> <li>• Develop a website for the new Centre and expand online presence through a variety of digital initiatives, including social media</li> <li>• Establish a profile for the Centre in both the Church and the wider community, and market the Centre accordingly</li> </ul>
Archives	<ul style="list-style-type: none"> <li>• Oversee the collection management of the Archives and records of parishes, presbyteries, synods and the national Church and affiliated organisations, including: <ul style="list-style-type: none"> <li>▪ The General Assembly, General Assembly Committees &amp; Assembly Office</li> <li>▪ Parishes and Presbyteries from around New Zealand</li> <li>▪ Foreign, Home &amp; Maori Missions</li> <li>▪ Local and National Presbyterian Women's and Youth organisations</li> <li>▪ Knox Theological Hall, School of Ministry and Knox Centre for Ministry and Leadership</li> <li>▪ The Synod of Otago and Southland, and the Otago</li> </ul> </li> </ul>

	<p>Foundation Trust Board</p> <ul style="list-style-type: none"> <li>▪ Knox College and Salmond College</li> <li>▪ Association of Presbyterian Women</li> <li>▪ The personal papers of Ministers and prominent Presbyterian laymen and women</li> <li>▪ Cooperating/Union parishes and Uniting Congregations of Aotearoa New Zealand</li> </ul> <ul style="list-style-type: none"> <li>• Provide records management advice to churches, service team leaders and church administrators</li> <li>• Develop a methodology and systems for the archiving and storage of electronic records</li> </ul>
Library	<ul style="list-style-type: none"> <li>• In consultation with the Knox Centre for Ministry and Leadership and the Advisory Board, define key areas for collection development</li> <li>• Ensure that the Centre supports the teaching programme of the Knox Centre for Ministry and Leadership</li> <li>• Develop a plan to address problems of physical space and layout</li> <li>• Work with the Friends of the Library and the Presbyterian Research Network to run events like 'Bookmarks' and a schedule of academic presentations</li> <li>• Make the Library more open to Knox and Salmond College residents and the public</li> <li>• Provide an inventory of high value books and other artefacts with recommendations and rationale on their safe storage or disposal</li> </ul>
Cataloguing and storage	<ul style="list-style-type: none"> <li>• Ensure that the cataloguing systems of both Archives and Library are comprehensive, up-to-date and effective, and ensure that the Centre has the technology to support them</li> <li>• Ensure policies exist for both the Library and Archives around the retention and/or disposal of records and books.</li> </ul>
Team leadership	<ul style="list-style-type: none"> <li>• In consultation with the Advisory Board and AES, determine an optimum staffing structure for the new Centre</li> <li>• Lead the recruitment, selection and appointment of paid staff and volunteers</li> <li>• Provide professional and collegial support to staff</li> <li>• Manage staff in compliance with employment law, good practice, and PCANZ processes and policies</li> </ul>
Build and maintain relationships	<ul style="list-style-type: none"> <li>• Maintain effective working relationships with people and organisations identified in the above lists of internal and external relationships</li> <li>• Contribute to the lives of Knox and Salmond Colleges as appropriate and as specified in the Memorandum of Understanding</li> <li>• Establish and maintain relationships with other Archive and Library facilities around the country, especially those in church and tertiary settings</li> </ul>

	<ul style="list-style-type: none"><li>• Develop and maintain positive relationships with existing and potential donors of collections and funds</li></ul>
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## **Person specification**

### **Qualifications and experience**

- Relevant tertiary and professional qualifications in Library or Archive or Information Science fields, plus experience or working knowledge of the others
- Proven leadership, management and administrative experience
- Knowledge of, and experience in, research requirements
- Understanding of the role of e-media in both libraries and archives

### **Personal abilities/aptitudes/skills**

- A person of good character – honest, reliable, hardworking, and a team player
- An understanding of the Presbyterian Church and an ability to work in a manner that supports its ethos and mission
- Highly developed interpersonal skills, including the ability to advocate, communicate and lead effectively
- A skilled manager of time and responsibilities
- A commitment to the Church's bi-cultural relationship with Te Aka Puaho and the multi-cultural context for ministry and mission in the PCANZ
- Ability to learn quickly and acquire new skills