



TŌ MĀTAU MOEMOEĀ: Our vision is to use the past, present, and future technology, and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: Information Management Specialist

Reports to: ICT Manager

PURPOSE OF THE ROLE

Reporting to the ICT Manager, the Information Management Specialist has three key responsibilities:

- Leading MOTAT's Digital Asset Management (DAM) project and workflows, ensuring that all digital assets are successfully are uploaded into the digital asset management system, with accurate metadata.
- Leading the roll out of SharePoint to replace network drives across MOTAT to a defined design. This will be achieved by working in a highly collaborative way to understand business needs across the Museum and support teams in the use of SharePoint and related systems to support their workflows.
- Manage the ongoing operations of the DAMS and SharePoint across the organisation, following strategic principles and guiding users in the use of these principles.

RESPONSIBILITIES

- Assist to design all global information management strategies.
- With support from the ICT Manager and Library and Archives Manager, lead the implementation of Digital Asset Management System (DAMS) and SharePoint capabilities at MOTAT, championing the value of using systems and data to create efficiencies at MOTAT.
- Lead and support the team in the organisation of digital assets, ensuring teams are working effectively and are well-supported in their workflows, managing folder architecture, process standardisation and libraries, documentation management and system and workflow management.
- Provide on-the-job guidance and support for others in the MOTAT Team and educate and facilitate proper usage (best practices and process adoption) of DAMs and SharePoint systems across the MOTAT Team, as required.
- Fully support the team to ensure they have all the tools, resources, and information, relating to systems, software, processes, and technology that they need to ensure that SharePoint and DAMS are well utilised.
- With support from the ICT Manager and Library and Archives Manager, implement taxonomy and metadata management strategies, following industry best practices and in line with defined designs; working closely with the MOTAT Team to understand operational requirements as this is developed.
- Manage folder architecture, ensuring naming conventions and file structures are maintained across servers, SharePoint, and DAMS always.

- Ensure workflows are accurately documented, updated, filed, and communicated to MOTAT Team Members, as required.
- Take responsibility for the daily operations of curating, organising, and general asset maintenance and management in the DAMS and SharePoint, and associated issue management.
- Continuously improve DAMS and SharePoint with stakeholders to ensure that they are fit-for-purpose and provide a good user experience for the MOTAT Team; track and analyse key performance indicators to determine workflow and systems effectiveness.
- Project manage DAMS/SharePoint related initiatives, working collaboratively with other MOTAT Team Members.
- Work closely with other members of the ICT and Library and Archives team to drive understanding and implementation of standard operations, frameworks, updates and upgrades of SharePoint and DAMS, as required.
- Work closely with others in the ICT team to investigate and resolve user and system issues as they relate to MOTAT's DAMS and SharePoint systems.
- Ensure process documentation and 'How To' tools are developed and effectively shared with the MOTAT Team - these documents should be accessible to the whole Museum.
- Champion user engagement and training for end users, as required, and ensure learning is institutionalised.
- Lead by example through positivity and energy that produces pride and passion for our everyday work.
- Maintain a record of all work carried out, to provide a good reference for how issues were resolved.
- Manage all intranet sites and document processes for managing sites.
- Follow all museum policies and procedures including but not limited to Health and Safety and the Museums Aotearoa Code of Ethics.
- Undertake any other reasonable duties as may be required from time-to-time to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- Effective and timely completion of key deliverables and projects, within budget and on schedule.
- High level of relevant user engagement with both DAMS systems and SharePoint.
- Secure management of systems and processes.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: Nil

Internal Liaison: Library and Archives Manager, Library and Archives, External Relations, MOTAT Team

External Liaison: Suppliers

BUDGETARY AUTHORITIES

Nil

SKILLS & EXPERIENCE

- Administrative working knowledge of Electronic Document & Records Management Systems

- Proven experience with a DAMS.
- At least 3 years' experience with SharePoint administration experience and experience training and supporting teams in the use of Office365.
- Demonstrated understanding of conventional multimedia file formats, including still images, graphics and motion videos.
- Expertise with metadata management
- Excellent interpersonal skills with strong ability to empathise with the user's business needs; training experience would be highly regarded.
- Well organised and highly structured, with attention to detail.
- Ability to communicate effectively, both verbally and in writing, at all levels.
- Ability to work effectively with multiple internal and external stakeholders – meeting all agreed deadlines.
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Experience with PowerApps, Power Automate and Power BI would be advantageous.

Ō MĀTUA UARA OUR VALUES

AUAHATANGA INNOVATION	We will be courageous and try new things.
NGĀTAHITANGA COLLABORATION	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA INTEGRITY	We will act ethically and with respect and transparency.
PŪMAUTANGA SUSTAINABILITY	We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.