
THE ORGANISATION

The Presbyterian Church of Aotearoa New Zealand (PCANZ) believes it is called by God to work with others in making Jesus Christ known. The Presbyterian Church has been in New Zealand more than 160 years, and today we face an environment as challenging as that faced by the early settlers in 1840. We have a strategy that recognises that our society has changed, and we have to change with it while retaining our belief in the transforming power of Christ.

VALUES OF THE PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

In a Spirit of Aroha

- Christian
- Whanau
- Innovative
- Collaboration
- Quality

CHRISTIAN: We strive to be encouraging and compassionate. We work with integrity and care for God's creation

WHANAU: We are one team, on the same page, and can work in an environment of respect and truth.

INNOVATIVE: We endeavour to look forward, to be agile, responsive and flexible.

COLLABORATION: We achieve more by working together and by communicating with clarity.

QUALITY: We deliver the very best, holding ourselves accountable for our results.

FUNCTION

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 entity (to be known as the Presbyterian 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 Director of the Presbyterian Research Centre will manage 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.

ROLE

This position is based at Knox College, Dunedin. At present the role reports to the Assembly Executive Secretary. It is important to note that reporting could change due to a current review; therefore the role is fixed term. The role is up to full time.

The Presbyterian Research Centre is part of the wider Presbyterian Church National Service Team that includes the Knox Centre for Ministry and Leadership; Finance and Operations Team; Mission Resourcing Team.

The Presbyterian Church is a diverse church and is committed to being a bi-cultural church with a multi-cultural and cross-cultural mission.

ROLE RESPONSIBILITIES

ORGANISATIONAL LEADERSHIP

- The Director leads the Centre in a manner the supports and is consistent with the ethos and mission of the PCANZ

TEAM LEADERSHIP

- The Director is the team leader of the Research Centre staff. In consultation and within agreed budgets, work to ensure the staffing structure of the centre is at optimum levels. The Director will also
- Lead the recruitment, selection and appointment of paid staff and volunteers within agreed guidelines
- Provide professional and collegial support to staff
- Manage staff in compliance with employment law, good practice, and PCANZ processes and policies

STRATEGIC PLAN

- In conjunction with others – including the Advisory Board - ensure the ongoing development and outworking for the strategic plan for the Centre that reflects the priorities set by the Council of Assembly
- the Centre in a manner the supports and is consistent with the ethos and mission of the PCANZ

FINANCIAL, ADMINISTRATION AND MARKETING

- Ensure financial systems are in place for the Centre
- Manage an annual budget and ensure all operations are within budget
- Identify and attract additional sources of income
- Develop cost-saving synergies between Archives and Library
- Apply for grants from church and community trusts and organisations
- Expand online presence through a variety of digital initiatives, including social media

- Develop a profile for the Centre in both the Church and the wider community, and market the Centre accordingly

ARCHIVES

The Director will oversee and manage the collection management of the Archives and records of parishes, presbyteries, synods and the national Church and affiliated organisations, including:

The General Assembly, General Assembly Committees and Assembly Office

Parishes and Presbyteries from around New Zealand

Foreign, Home and Māori Missions

Local and National Presbyterian Women's and Youth organisations

Knox Theological Hall, School of Ministry and Knox Centre for Ministry and Leadership

The Synod of Otago and Southland, and the Otago Foundation Trust Board

Knox College and Salmond College

Presbyterian Women of Aotearoa New Zealand

The personal papers of Ministers and prominent Presbyterian laymen and women

Cooperating/Union parishes and Uniting Congregations of Aotearoa New Zealand

- Provide records management advice to churches, service team leaders and church administrators
- Develop a methodology and systems for the archiving and storage of electronic records
- In consultation - position archives to meet the challenges it faces in terms of collections, services, spaces and operations as a result of the pandemic and in the likelihood of reduced financial resources.

LIBRARY

The Director will

- In consultation - position the library to meet the challenges it faces in terms of collections, services, spaces and operations in as a result of the pandemic and in the likelihood of reduced financial resources.
- In consultation with the Knox Centre for Ministry and Leadership and the Advisory Board, define key areas for collection development
- Ensure that the Centre supports the teaching programme of the Knox Centre for Ministry and Leadership
- Manage the Rare book collection ensuring its storage and insured level is appropriate.

COLLECTION MANAGEMENT AND STORAGE

The Director will

- Continue to develop a plan to address issues of physical space and layout in the Centre as a whole
- Ensure that the collection management and storage systems of both Archives and Library are effective, and ensure that the Centre has the technology to support them
- Ensure policies exist for both the Library and Archives around the retention and/or disposal of records and books.

RELATIONSHIP MANAGEMENT

The Director will maintain effective working relationships with both internal and external people and organisations. These include:

Internal relationships

- The Assembly Service Team led by the Assembly Executive Secretary
- The staff of the Presbyterian Research Centre
- The principal, staff and students of the Knox Centre for Ministry and Leadership
- The governing body, Heads of College, Operating Manager, staff and residents of Knox College and Salmond College
- Te Aka Puaho and Te Wananga a Rangi students
- The Presbyterian Research Network

External relationships

- The University of Otago, including the Central Library, the Hocken Library, the Theology programme, the Centre for Theology and Public Issues, the Department of History and Art History, and the Centre for Irish and Scottish Studies
- The Synod of Otago and Southland
- Churches, presbyteries and synods of PCANZ – including Te Aka Puaho.
- Uniting Congregations of Aotearoa New Zealand
- Archives and Records Association of NZ (ARANZ) – Otago and Southland Branch
- Museums and Libraries which the PCANZ hold archival records under repository agreements.
- The owners and donors of various archival and library collections held by the Centre,
- The trustees of endowments established to support the Hewitson Library

- The Presbyterian Research Centre houses the collection of the Chinese Heritage Charitable Trust. This a highly significant collection and is listed on the UNESCO Memory of the World for New Zealand. We have a Memorandum of understanding with the Trust

The Director will also contribute to the life of Knox College and Salmond College as appropriate and as specified in the Memorandum of Understanding. Further, the Director will maintain and where appropriate establish relationships with other Archive and Library facilities around the country – especially those in church settings.

FINANCIAL AUTHORITIES

- Delegated financial authority as applicable to the role

OTHER AUTHORITIES

- The PCANZ has policies on a wide range of matters that you will be expected to comply with.
- In doing so you will exercise judgement in light of the policy framework in which you are working.

ROLE RELATIONSHIPS

- You are expected to work productively with all your colleagues to achieve optimal results

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

The role is for the period 1 February 2022 to 16 December 2022

Applications – including a covering letter and CV should be sent to:

Wayne Matheson

aes@presbyterian.org.nz

Applications close 5pm 1 December 2021