

## **Data Entry Technician (13 months, until April 2020)**

Canterbury Museum acquires and cares for worldwide collections of human and natural history, and presents them to over 800,000 visitors each year through a dynamic series of exhibitions and programmes.

We seek a highly motivated individual with meticulous attention to detail to undertake cataloguing of the Peter Johns Invertebrate Collection. The successful applicant will have fast but accurate typing skills and knowledge of Microsoft Excel. An interest in natural history would be an advantage.

**To find out more about this position and how to apply please visit the vacancies page on our website [www.canterburymuseum.com](http://www.canterburymuseum.com) Applications must be in the format specified.**

**Applications close at 5.00 pm on Wednesday 13 February 2019.**



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Until 2019



Canterbury  
Museum

### **How to Apply**

Applications are invited by letter with attached Curriculum Vitae. The letter should include your own assessment of your suitability for the position and indicate when you are free to take up duties. The Curriculum Vitae should include information about your experience and qualifications and the names and contact details (email and telephone) of two or three people who are willing to be your referee's.

Your application should be addressed to **Anthony Wright, Director**, and emailed to:

[DETAApplication@canterburymuseum.com](mailto:DETAApplication@canterburymuseum.com)

Applications will close at 5.00 pm on Wednesday 13 February 2019. Applications not providing the information set out above will not be accepted.

### **Conditions of Employment**

Conditions of employment will be set out in a standard Canterbury Museum Individual Employment Agreement if you are offered a position. Applicants must have the right to live and work in New Zealand.

Confirmation of employment will be subject to a satisfactory response to the Ministry of Justice's 'Request by a Third Party under the Official Information Act for a copy of criminal convictions held' (required by the Museum's Security Policy).

## **Remuneration**

The Museum employs a job sizing methodology which assesses relativities between positions and relates jobs to salary bands. Each band has a scale running from 80% through to 120%, with 100% being the midpoint which is commonly understood to be the value where the job is being carried out at a successful and fully competent level.

Remuneration at commencement will be based on qualifications and experience and is likely to be in the range of \$34,984 per annum (80% of Band B), and \$43,730 per annum (100% of Band B).

This position is fixed term for 13 months, full-time, 40 hours per week, to be worked Monday to Friday.

# schedule a

## Data Entry Technician

### JOB VALUE STATEMENT

<b>Date:</b>	10 January 2019
<b>Job Title:</b>	Data Entry Technician
<b>Responsible to:</b>	Registrar
<b>Key Stakeholders:</b>	Museum visitors Museum staff and management Researchers Present and future citizens of Canterbury
<b>Key Relationships:</b>	Registrar Associate Registrar Curators Director (employer)

#### 1. Job Context

The **Canterbury Museum** exists to add value to the present and future citizens of Canterbury and the many visitors to Christchurch, by welcoming our visitors to explore the diversity of the natural world and our cultural heritage and to make this a fun experience. This will be achieved through:

- creating an interactive experiential journey for our visitors through which we tell the stories of Canterbury Waitaha and New Zealand Aotearoa and provide a view on the rest of the world
- reaching out to children of all ages and providing learning experiences in an informative and enjoyable setting
- building and properly caring for the collection of priceless treasures we hold in trust for the community
- high quality relevant research on our collections and the dissemination of the results to the widest possible audience
- working with a range of partnerships which integrate us into the wider community. In particular we are committed to working with iwi in the spirit of the Treaty of Waitangi, embodying concepts such as mauri, kawa, mana and wairua
- providing our visitors with friendly high quality service and ensuring equitable access to all
- upholding and adhering to the highest professional standards of best practice
- providing maximum community benefits from the resources made available to us
- providing staff with the learning and development opportunities required to enable them to carry out their work.

The **Data Entry Technician** reports to the Registrar.

#### 2. Job Purpose

The position of a **Data Entry Technician** exists to undertake cataloguing and checking of the Museum's collections, specifically the Peter Johns' Invertebrate Collection.

### 3. Key Output Areas

The duties and responsibilities outlined describe the core tasks, you may be required to undertake other duties.

#### 1. Effective transfer of object data to the Museum database by:

- Entering object data into a spreadsheet
- Ensuring the data is accurate
- Assigning a unique number to each object
- Scanning or photographing each object (where appropriate)
- Checking and verifying data from the database
- Working with the Registrar to ensure work carried out is within the agreed upon guidelines for data entry

#### 2. Promotion of Museum as a Centre of Excellence by:

- adhering to Museum policies and procedures, guidelines and house rules
- adhering to professional standards, practices and codes of ethics
- promoting excellent public relations by clearly communicating Museum values and objectives
- working to ensure the Museum is a responsible tourism destination
- proactively seeking continuous improvement to further enhance the visitor experience
- accepting additional responsibilities when requested
- promoting and maintaining excellent internal working relations
- adhering to the Museum's health and safety practices and remaining aware of all health and safety matters at all times
- ensuring use of sustainable practices wherever possible and continuously looking for ways for improvement.

### 4. Profile of an Ideal Data Entry Technician

The following job competencies, qualifications and experience represent an ideal applicant. It is recognised that not all candidates will meet all criteria.

#### (a) Job Competencies

##### Knowledge

Experience in or relevant to one of the following areas:

- entering data onto a large database
- using Microsoft Excel

##### Skills

- a high level of computer keyboard skills and familiarity with information technology
- a high level of attention to detail and accuracy
- good time management skills
- basic operation of photography and scanning equipment
- good understanding of health and safety

##### Behaviour

- ability to work both independently and as part of a team
- apportion time and resources appropriately to achieve goal
- proactively monitor progress and adjust pace as needed

#### (b) Qualifications

The position will require:

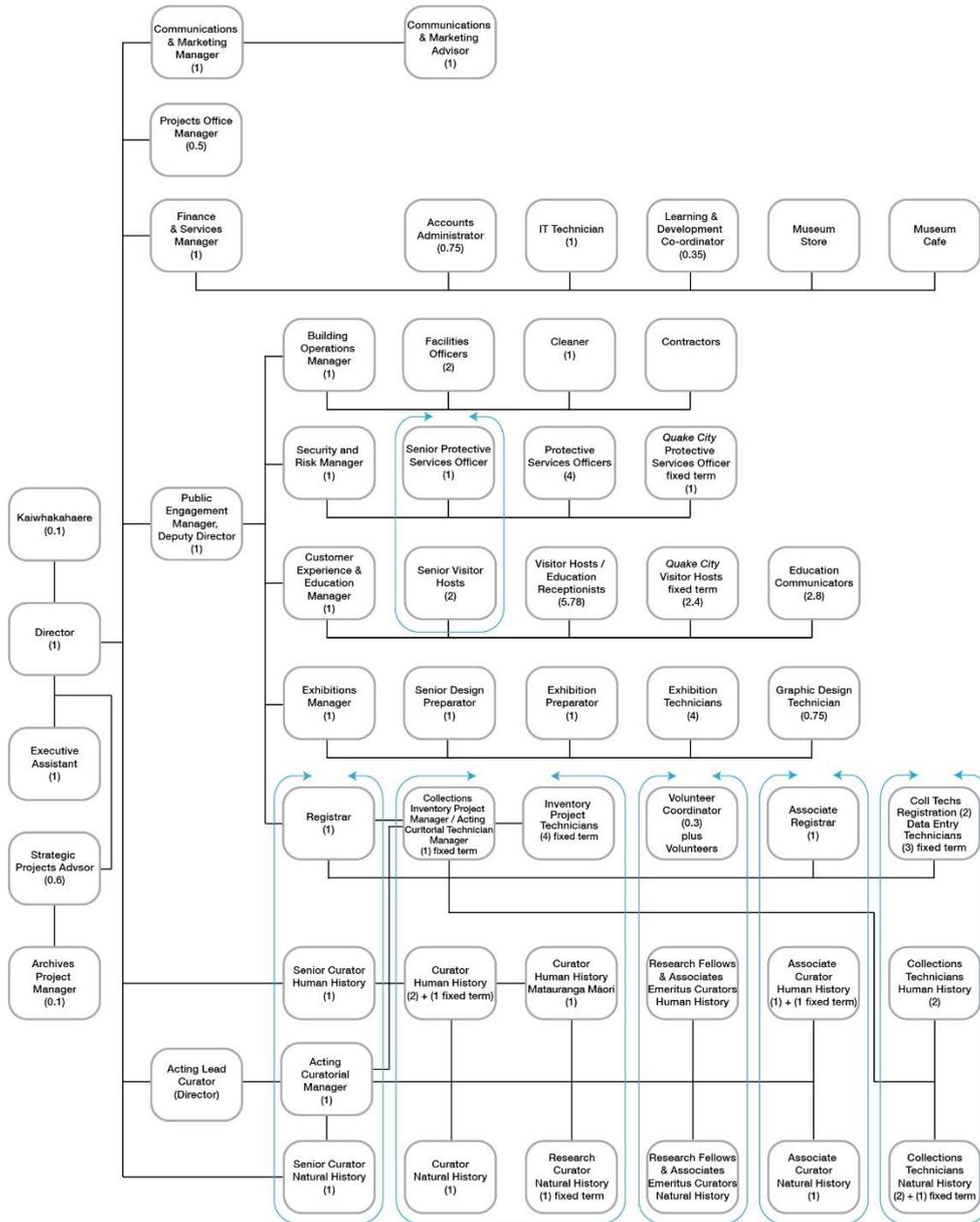
- Proven ability to type quickly and accurately

**(c)Experience**

The position will require:

- Experience of a similar data entry position

organisational chart



August 2018