

Candidate Information Sheet

Guardians Kaitiaki of the Alexander Turnbull Library

Member vacancy

The Minister of Internal Affairs (the Minister) is seeking applications from eligible candidates for one member position on the Guardians Kaitiaki of the Alexander Turnbull Library (Guardians Kaitiaki).

Overview of the Guardians Kaitiaki of the Alexander Turnbull Library

Guardians Kaitiaki is an unincorporated body established under section 16 of the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003 to provide assurance to the people of New Zealand that the collections of the Library are preserved and made perpetually accessible.

Guardians Kaitiaki advise the Minister responsible for the National Library on key matters relating to the operation of the Alexander Turnbull Library (the Library). It is also responsible for ensuring that the Library's character as a research library is maintained.

Information on Guardians Kaitiaki, including the latest Annual Report listing recipients, is available online at: <https://natlib.govt.nz/about-us/statutory-bodies/guardians-kaitiaki>.

Skills, knowledge, and expertise sought for Guardians Kaitiaki

Expressions of interest are being sought from candidates who possess a mix of several of the following skills, knowledge, and expertise:

- Knowledge of current and emerging information technology developments, preferably with expertise in digital management and delivery of information, intellectual property, privacy, sovereignty of information.
- Public sector governance and accountability process experience.
- Knowledge and experience working in archives and archives management, and information management at a senior strategic level.
- Demonstrated skills and experience engaging across the wider GLAM (galleries, libraries, archives, and museums) sector.
- Knowledge and/or interest in research and history, and tertiary level history and research knowledge.
- Experience from the tertiary education, academic, and research sector.
- Public library sector knowledge and experience, preferably as a senior public library manager and through leading changes and planning for future issues.
- Technical knowledge or experience in acquisition, exhibition and protection of documents and collections
- Demonstrated skills and experience engaging in the wider information ecosystem, and a strong understanding of the social and community impacts of changing information trends.

Document 1

Membership, Commitment and Fees

Guardians Kaitiaki consists of up to five members appointed by the Minister of Internal Affairs after consultation with the Minister for Māori Development.

Members of Guardians Kaitiaki are appointed for three-year terms of office and can be reappointed for a further three years.

Guardians Kaitiaki typically meets up to four times a year in Wellington. Attendance at additional meetings may be required from time to time.

Fees for attendance at meetings are paid in accordance with the Cabinet Fees Framework. Guardians Kaitiaki is a Group 4, Level 3 body under the Cabinet Fees Framework. The fee for members is \$330. All members are reimbursed for travel and other reasonable expenses incurred.

Expression of interest process

Candidates who would like to be considered for appointment to Guardians Kaitiaki **must provide all the following information** to the Department of Internal Affairs at appointments@dia.govt.nz, by no later than **5pm on Tuesday, 2 June 2026**:

- Completed and signed expression of interest form (can be found on <https://www.dia.govt.nz/Appointments-to-Statutory-Bodies>).
- Current curriculum vitae.
- Cover letter from the nominee explaining their interest in the role and how their skills and experience match those being sought.
- Scan or photo of their photo identification (valid driver's license or passport).

Conflicts of interest

Candidates must declare any actual or perceived conflicts of interest, or any other matter that may make their appointment inappropriate. Applicants will also be asked to confirm their personal and financial probity. The Department of Internal Affairs may check the accuracy of any information provided.

Additional information

As a rule, Ministers should not appoint public servants to statutory bodies. Therefore, persons employed in the public service are ineligible for appointment to Guardians Kaitiaki.

Applications by way of nomination will undergo a contestable appointments process in line with the Public Service Commission's *Board Appointment and Induction Guidelines* and will not necessarily result in an appointment.

INFORMATION SHEET FOR CANDIDATES:

PACIFIC DEVELOPMENT AND CONSERVATION TRUST APPOINTMENTS

Purpose

The Pacific Development and Conservation Trust (the Trust) funds a range of conservation, cultural heritage, development, and goodwill projects in the South Pacific. The Trust was established by the New Zealand Government on 23 May 1989, with funding of \$3.2 million received from France in recognition of the events surrounding the sinking of the Greenpeace vessel 'Rainbow Warrior' in Auckland Harbour on 10 July 1985.

The objectives of the Trust are to encourage and promote:

- the enhancement, protection, and conservation of the physical environment of the South Pacific and of its natural and historic resources;
- the peaceful economic, physical, and social development of the South Pacific and its peoples;
- peaceful conservation and development of the cultural heritage of the peoples of the South Pacific; and
- peace, understanding, and goodwill between the peoples of the South Pacific.

Advisory trustees

Seven advisory trustees are appointed by the Minister of Foreign Affairs. The advisory trustees consider grant applications to the Trust and make recommendations to the Trustee (the Secretary for Internal Affairs) for the funding of grants.

Advisory trustees are appointed for terms of not more than three years and may be reappointed.

Skills and attributes required

Advisory trustees need to have considerable experience and knowledge in areas relevant to conservation and development either in New Zealand or the wider South Pacific.

Candidates should be able to demonstrate one or more of the following:

- understanding of Pacific development and conservation;
- grant-making skills and experience;
- experience in the design and delivery of social interventions;
- experience with the development sector (especially in non-government organisations);
- connections with the conservation sector;
- sound understanding of economics and business development; and
- governance or senior accountability experience.

Document 2

Commitment and remuneration

The Trust meets twice a year, usually in May and September. The one-day meetings are held in Wellington.

Advisory Trustees serve on a voluntary basis and are unpaid. However, they will be reimbursed for reasonable expenses incurred in the performance of their duties.

Nomination process

Any person seeking appointment to the Trust should provide a full, up-to-date curriculum vitae and completed expression of interest form setting out:

- daytime contact details, including email and mobile telephone if available;
- current residential address;
- date of birth;
- citizenship, if not New Zealand;
- ethnicity, including iwi for tangata whenua;
- current and recent employment (specifying position, employer and years);
- any government board appointments held (current and previous, including years);
- any private and/or voluntary sector board appointments or positions held (current and previous, including years);
- qualifications; and
- significant work history and community involvement.

Conflicts of interest, and financial and personal probity

The preferred appointees, and potentially other nominees, will be asked to declare any actual or perceived conflict of interest or any other matter that may make their appointment inappropriate (for example, existing professional or personal associations with the Trust, or anything in their current or past personal or financial affairs). The Department of Internal Affairs may check the accuracy of any information relating to an application for appointment.

It is a general Cabinet policy that public servants are not appointed to statutory boards as there is a potential conflict of interest.

Next steps

Nominations can be emailed to the Department of Internal Affairs at appointments@dia.govt.nz. All nominations should be received by **5pm 12 June 2026**.

Please note that any nominations provided may not necessarily result in the appointment or reappointment of a particular person.