



**Tairangahia a tua whakarere; Tatakihia nga reanga o amuri ake nei**  
**Honouring the Past; Inspiring the Future**

**POSITION DESCRIPTION**

<b>Job Title</b>	Heritage Assessment Advisor
<b>Directorate/Team</b>	Area Team / Operations
<b>Report To</b>	Area Manager
<b>Role Purpose</b>	The Heritage Assessment Advisor is responsible for undertaking research in relation to the New Zealand Heritage List/Rārangi Kōrero ('the List') and /or for preparing and responding to notifications for the proposed disposal of Crown land.
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Internal – Area Manager, Director Regional Team, Manager Heritage Listing, Listing Advisor, Maori Heritage Listing Advisor, Manager Statutory Advocacy, Pouarahi, Planner, Legal Services Advisor, staff in the Operations Directorate and all Heritage New Zealand staff.  External – stakeholder agencies, technical and professional groups, other external stakeholders, owners of historic places and the general public; Crown-appointed property agents and Government department staff

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	<b><u>Heritage Assessments and Research:</u></b>  Undertake fit for purpose research and provide administrative assistance on New Zealand Heritage List entries and related projects as required.  Prepare heritage assessments.
Performance Accountability (2)	<b><u>Listing:</u></b>  Provide robust analysis of the significance of places and areas, and be able to provide meaningful comparisons between different sites.  Provide timely and high quality written explanations of the heritage values and other details for specific sites promoted for listing, to a standard set by the Manager Heritage Listing for the purposes of producing new listing proposals for confirmation by the HNZPT Board.  Make recommendations on the review and removal of entries on the List and other alterations to the List, where appropriate, and provide robust but fit for purpose written

	<p>evidence to support these recommendations.</p> <p>Provide timely and high quality written explanations of the heritage values and other details for each of the listed sites, to a standard set by the Manager Heritage Listing for the purposes of upgrading information held on entries on the List.</p> <p>Respond to public inquiries about entries on the List and National Historic Landmarks and general inquiries about the List and its associated research.</p>
Performance Accountability (3)	<p><b><u>Crown Land Disposal:</u></b></p> <p>Receive, process and deliver responses to Crown Land Disposal notifications within specified deadlines and budget, complying with internal processes and procedures.</p> <p>Liaise with other professionals within area/regional team and national office for specialist advice and input.</p> <p>Maintain databases and systems as required.</p> <p>Propose appropriate recommendations for recognising or protecting historic heritage in accordance with standard operating procedures Cabinet directives and HNZPT strategic outcomes.</p> <p>Follow up any action required by HNZPT or the disposing agency as a result of the recommendations e.g. heritage covenants, Listing, relationship agreements, archaeological assessments.</p> <p>Participate in and/or manage regional projects related to Crown Land as required by the Area Manager.</p>
Performance Accountability (4)	<p>Provide advice to HNZPT staff on issues regarding the List and on issues of heritage significance in regard to other areas of HNZPT work as may be required.</p> <p>In conjunction with the Area and Regional Services Team promote the List and heritage significance through activities with communities, interest groups and stakeholders.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p>
Bi-cultural Responsiveness	<p>Promotes the principles of the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae).</p>
Health and Safety	<p>Ensures all requirements of health and safety are exceeded.</p>

Organisational Policies and Procedures	Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.
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### Person specification - Essential Competencies and Attributes

Intellectual and Analytical Management	Makes recommendations and decisions on appropriate information.
Professionalism	Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.  Sets high standards of excellence and quality of performance, and approaches their work in a well-organised, systematic and timely manner.  Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.
External Relationship Building	Builds and maintains positive and constructive working relationships externally.  Achieves clear and effective two way communication with a wide range of people in all situations.  Is respectful to the needs of the organisations customers and of heritage stakeholders.  Clearly and courteously communicates the position of Heritage New Zealand Pouhere Taonga and maintains it when required, even when in conflict with stakeholder views.
Team Relationships	Fosters and exhibits a strong team spirit within the team and wider organisation.
Organisational Behaviours and Values	Demonstrates the organisational behaviours and values.

**In everything we do, Heritage New Zealand Pouhere Taonga staff demonstrate the following behaviours:**

- **Tairangahia – Honouring and Respectful**
- **Kotahitanga – Collaborative and Unified**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

### Desired Qualifications and Professional Experiences

Professional Experience and Credibility	Excellent research and writing skills and experience in using a wide range of sources for historical research.  Good working knowledge of New Zealand's history.
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	<p>Understanding of biculturalism and the Treaty of Waitangi in relation to heritage.</p> <p>Experience in working cooperatively and successfully within multi-disciplinary project teams towards a common goal.</p> <p>Experience in working with a range of community and professional agencies to achieve identified outputs and/or objectives.</p> <p>Demonstrated understanding of fit-for-purpose formal report writing and process management.</p> <p>Experience in preparing and presenting reports and recommendations to decision making bodies such as boards, iwi and councils.</p>
A Tertiary Qualification	Required in a heritage related field such as history, architecture, archaeology, planning, museum and cultural studies or equivalent.