



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

POSITION DESCRIPTION

Job Title	Listing Advisor/ Kaitohutohu Rārangi Kōrero
Directorate/Team	Policy Team / Policy, Strategy and Corporate Services Directorate
Report To	Manager Heritage Listing /Kaiwhakahaere Rārangi Kōrero
Role Purpose	The Listing Advisor is responsible for assisting the Manager Heritage Listing to develop and co-ordinate the New Zealand Heritage List/Rārangi Kōrero and National Historic Landmarks Ngā Manawhenua o Aotearoa programme.
Direct Reports	Image Researcher/Administrator/ Kairangahau/Kaitautoko
Key Relationships	<p>Internal – Manager Heritage Listing, Heritage New Zealand Board and Māori Heritage Council (MHC), Heritage List/Rārangi Kōrero Committee, Policy Team, Regional Teams, Māori Heritage Directorate, Organisational Development.</p> <p>External – Local and regional territorial authorities, relevant government departments, museums, archives and research libraries, professional and specialist networks, cultural and heritage sector groups, technical companies and providers.</p>

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	<p>Providing national co-ordination of New List work including reviews of demolished heritage, information upgrade work, and corrections to List entries by:</p> <ul style="list-style-type: none">- Co-ordinating preparation and editing of reports including the peer review of work from Heritage New Zealand's Heritage Assessment Advisors- Co-ordinating and providing administrative support to the Heritage New Zealand Board and its committees- Identifying and developing policy and procedural issues associated with the List in liaison with the Manager Heritage Listing- Updating the Pātaka database- Advising staff and stakeholders on New Zealand Heritage List policy and procedural issues
Performance Accountability (2)	<p>Maintaining and enhancing parts of the website relating to the New Zealand Heritage List by:</p> <ul style="list-style-type: none">- Further developing the website as a first port of call for information about the List, List Online and listing processes

	<ul style="list-style-type: none"> - Updating and maintaining information on new proposals and reviews available on the List Online - Co-ordinating information for the update of the website's 'Lost Heritage' pages following each Board meeting.
Performance Accountability (3)	<p>Assist the Manager Heritage Listing in providing access to the New Zealand Heritage List by:</p> <ul style="list-style-type: none"> - Preparing Quarterly Updates to the Annual Information held by Heritage New Zealand regional offices and external stakeholders at the end of each quarter and disseminating it as required by the Heritage New Zealand Pouhere Taonga Act 2014
Performance Accountability (4)	<p>Assisting Manager Heritage Listing with the development of Heritage New Zealand's Pātaka database by:</p> <ul style="list-style-type: none"> - Assisting with the identification of potential developments to the database, and testing thereof - Providing database support to Heritage New Zealand's regional offices and assisting with database report requests - Identifying and co-ordinating data entry projects
Performance Accountability (5)	<p>Policy Development and Other Projects:</p> <ul style="list-style-type: none"> - Assisting the Manager Heritage Listing with selected heritage policy work and other projects as appropriate in relation to the New Zealand Heritage List and National Historic Landmarks.
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p> <p>Support and advise colleagues, imparting knowledge in a way that ensures a positive work environment</p>
Bi-cultural Responsiveness	<p>Apply knowledge of te reo, tikanga and the Treaty of Waitangi (Te Tiriti O Waitangi) or have the willingness and commitment to learn.</p> <p>Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.</p>
Health and Safety	<p>Ensure all requirements of health and safety are exceeded.</p>
Organisational Policies and Procedures	<p>Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.</p>

Person specification - Essential Competencies and Attributes

Organisational and Project Management	<p>Demonstrates the ability to define clearly the purposes, objectives and parameters of projects.</p> <p>Delivers projects and advice in a systematic, orderly and timely fashion.</p> <p>Develops and administers efficient and effective systems to promote the best outcomes for Heritage New Zealand.</p> <p>Makes recommendations and decisions on appropriate information.</p>
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Information Technology skills	<p>Demonstrates a high level of competence in the use and development of electronic databases including accurate data entry skills.</p> <p>Demonstrates a familiarity in using SharePoint for site creation, content management and workflow automation.</p> <p>Demonstrates a familiarity with the use and development of Internet sites.</p> <p>Demonstrates a familiarity with the use of social media including mobile applications (Apps), Flickr, Facebook and with image editing software.</p> <p>Demonstrates a familiarity with Geographic Information Systems (GIS) and their applications, including tools for data visualization and analysis.</p>
Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Sets high standards of excellence and quality of performance in both self and others.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p> <p>Uses judgement to prioritise work and manage time effectively.</p> <p>Self-starter who can operate independently as well as collaboratively.</p>
External Relationship Building	<p>Builds and maintains positive and constructive working relationships and networks externally.</p> <p>Achieves clear and effective two way communication with a wide range of people in all situations.</p> <p>Is respectful to the needs of the organisations customers and of heritage stakeholders.</p> <p>Is at ease in dealing with a wide range of people, interest groups and agencies and can communicate effectively at all levels.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit, as a manager, as a team member within the Policy Team and the wider organisation.</p>
Organisational Behaviours and Values	<p>Demonstrates the organisational behaviours and values and models best practice for all staff and stakeholders.</p>

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	<p>A high level of database and website competence.</p> <p>Communicate and engage credibly in person and in writing.</p> <p>Knowledge of New Zealand history, heritage and heritage management systems.</p> <p>Demonstrable commitment to the principles of the Treaty of Waitangi [Te Tiriti O Waitangi]</p> <p>Well-developed interpersonal and presentation skills</p>
A tertiary qualification	In a relevant discipline such as history, archaeology, architecture, art history or heritage studies