



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

**POSITION DESCRIPTION**

<b>Job Title</b>	Pou Tautiaki Taonga / Māori Built Heritage Programme Coordinator
<b>Directorate/Team</b>	Māori Heritage /Tautiaki Taonga me te Kaupapa Māori
<b>Report To</b>	Director Kaiwhakahaere Tautiaki Taonga me Kaupapa Māori.
<b>Role Purpose</b>	The Māori Built Heritage Programme Co-ordinator/Pou Tautiaki Taonga will be responsible for coordinating the delivery of a programme that provides support to the provision of expert advice, internships and mātauranga Māori projects specific to the recovery.
<b>Direct Reports</b>	nil, but support and oversight of internships is a part of this role.
<b>Key Relationships</b>	Internal – Māori Heritage Directorates and all Heritage New Zealand Pouhere Taonga staff  External – Iwi, hapū, hapori, rūnanga and marae, Regional Māori Organisations, Māori Environmental/Heritage/Kaitiaki Groups, Government Departments, community-based heritage organisations

**Key Responsibilities**

Performance Accountability	Deliverables/Outcomes
1. <u>Programme Development and Delivery</u>	Working alongside the Director Kaiwhakahaere Tautiaki Taonga me te Kaupapa Māori to enable the delivery of a work programme to revitalise vulnerable mātauranga Māori in ancestral landscapes and Māori built heritage that have been particularly affected by recent extreme weather events.  Developing and refining the work programme, including internships, wānanga and other projects.  Identifying and developing opportunities for collaboration with experts and other stakeholders.  Managing contracts associated with the provision of specialist advice to support the programme.  Working with the Director Policy to monitor the delivery of the programme.

<p>2. <u>Iwi, hapū, hapori, rūnanga and marae liaison and advocacy</u></p>	<p>To maintain and build on our network of Māori heritage contacts and working relationships with iwi, hapū, hapori, rūnanga, and marae.</p> <p>To support the development of project funding agreements for the delivery of co-designed wānanga as part of the programme.</p>
<p>3. <u>Promotion and Communications</u></p>	<p>Support kaitiakitanga by Iwi, hapū, hapori, rūnanga and marae communities of their ancestral places and built heritage.</p> <p>Actively contribute to promotional and communications activity by Pouhere Taonga.</p> <p>Promote and communicate iwi, hapū, hapori, rūnanga and marae initiatives about mātauranga Māori.</p>
<p><u>Other Duties</u></p>	<p>To support business and corporate planning for our Māori built heritage mātauranga Māori and Weather Response programmes.</p> <p>To provide a bicultural approach to programme development within Pouhere Taonga.</p> <p>To participate in team meetings, and other Pouhere Taonga activities.</p>
<p>Internal and External Relationship Management</p>	<p>Establish and maintain positive professional relationships internally and externally.</p> <p>Support the establishment of a technical network that is prepared for readiness and able to be deployed in future responses.</p>
<p>Bi-cultural Responsiveness</p>	<p>Work to ensure that te Tiriti o Waitangi/the Treaty of Waitangi and the vision for Māori Heritage (Tapuwae) are promoted.</p> <p>Seek support from Iwi, hapū, hapori, rūnanga and marae as appropriate to ensure cultural safety and tikanga understanding has been provided for Pouhere Taonga staff and stakeholders.</p>
<p>Health and Safety</p>	<p>Ensure all requirements of the Health and Safety at Work Act 2015 are exceeded.</p>

## Person specification - Essential Competencies and Attributes

<p>Commitment to te Tiriti o Waitangi/Treaty of Waitangi and Cultural Awareness</p>	<p>Understands the implications of Te Tiriti/the Treaty in relation to heritage issues, and models Māori values and thinking.</p> <p>Is responsive to the cultural needs of Māori staff, and iwi/hapū.</p> <p>Has well developed skills in tikanga Māori and te reo Māori.</p> <p>Understands the importance of appropriate consultation with Iwi, hapū, hapori, rūnanga and marae, in ensuring that the programme meets their aspirations.</p> <p>Has a sound understanding of cultural safety and taha wairua issues that impact on the well-being of staff and stakeholders.</p>
<p>Skills and Knowledge</p>	<p>Proven ability to develop and deliver programmes of activity on time and to budget with widely accepted goals and objectives.</p> <p>Proven project analysis skills (the monitoring of progress in key results areas and to deadlines, risk and issue management, and ensuring delivery of performance standards).</p> <p>Excellent planning and organising skills.</p> <p>High level numerical skills and judgement of estimated costings, budget, and expenditure.</p>
<p>Professionalism</p>	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Displays commitment and passion towards Māori heritage and the exercising of kaitiakitanga by Iwi, hapū, hapori, rūnanga and marae.</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>Relationship Building</p>	<p>Builds and maintains positive and constructive working external relationships.</p> <p>Achieves clear and effective two-way communication with a wide range of people in all situations.</p>
<p>Team Relationships</p>	<p>Fosters and exhibits a strong team spirit as a team member within the Māori Heritage Directorate and the wider organisation.</p>
<p>Organisational Behaviours and Values</p>	<p>Demonstrates the organisational behaviours and values.</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>Experience in organising programmes, wānanga, and/or project management, particularly within Māori communities is highly desirable.</p> <p>Knowledge and understanding of mātauranga Māori, particularly in relation to ancestral landscapes.</p> <p>Knowledge and understanding of tikanga Māori and te reo Māori.</p> <p>Experience in managing funding and reporting on grants or other projects is desirable.</p> <p>Experience in preparing guidelines, and presenting reports and recommendations.</p> <p>Experience of biculturalism and working within the principals of te Tiriti o Waitangi/the Treaty of Waitangi.</p>
A tertiary qualification	A tertiary qualification in a relevant discipline such as Māori Studies, Architecture, Conservation, Museum and Heritage Studies, Planning, Māori History, or Engineering, is desirable.
Other skills	<p>Good knowledge of Microsoft suite of programmes, operating in a Microsoft Teams environment.</p> <p>A driver’s licence is required</p>