



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

POSITION DESCRIPTION

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| Job Title | Conservation Advisor |
| Directorate/Team | Area Teams /Operations |
| Report To | Senior Conservation Architect – Lead |
| Role Purpose | The Conservation Advisor is responsible for providing expert architectural conservation and cultural heritage preservation advice to staff, heritage clients and stakeholders particularly in regard to heritage resource management, and the adaptation listed and scheduled historic places. |
| Direct Reports | Nil |
| Key Relationships | <p>Internal – Area Manager, Director Northern, Central or Southern, Pouarahi, Manager Statutory Advocacy, Legal Services Advisor, staff in the Operations Directorate and all Heritage New Zealand staff.</p> <p>External – Owners of listed properties and other heritage properties, Heritage users and developers, Local government staff and elected representatives, Regional funding agencies, Iwi and Hapu, Government department staff, Heritage professionals, Professional associations, Community based heritage organisations, Heritage New Zealand members and volunteers.</p> |

Key Responsibilities

| | Deliverables/Outcomes |
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| Performance Accountability (1) | <p><u>Professional Heritage Advice</u></p> <p>Provide high quality heritage conservation advice to inform Heritage New Zealand’s input to RMA plans and policy statements, including attending RMA hearings as an expert witness</p> <p>Provide high quality heritage conservation advice to applicants for resource consents and building consents that may affect historic heritage, including providing affected party approvals where appropriate.</p> <p>Deliver high quality heritage advice to stakeholders through regionally based Heritage New Zealand projects and through</p> |

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| | national projects as required. |
| Performance Accountability (2) | <p>Provide timely and effective advice to the Area Manager and other area/regional staff on heritage resource management issues</p> <p>Identify regional heritage resource management issues and provide professional heritage advice and advocacy to resolve them;</p> <p>Undertake architectural assessments in support of listing;</p> <p>Provide architectural advisory services to Heritage New Zealand properties</p> |
| Performance Accountability (3) | Promote heritage conservation and stakeholder awareness of and enthusiasm for heritage values and heritage conservation through all aspects of Heritage New Zealand's work |
| Performance Accountability (4) | Enter information into Heritage New Zealand databases and systems as required, accurately and in a timely manner. |
| Internal and External Relationship Management | Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies). |
| Bi-cultural Responsiveness | Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted. |
| Health and Safety | Ensure all requirements of health and safety are exceeded. |
| 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. |

Person specification - Essential Competencies and Attributes

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| Organisational Management | Makes recommendations and decisions on appropriate information. |
| Intellectual and Analytical Management | Makes recommendations and decisions on appropriate information. |
| Professionalism | <p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Meets high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p> |
| External Relationship Building | Builds and maintains positive and constructive working relationships externally. |

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| | <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>Clearly and courteously communicates the position of Heritage New Zealand Pouhere Taonga and maintains it when required, even when in conflict with stakeholder views.</p> |
| Team Relationships | Fosters and exhibits a strong team spirit, as a team member within the Area/ Regional Team and the wider organisation. |
| Organisational Behaviours and Values | Demonstrates the organisational behaviours and values and models best practice for all staff and stakeholders. |

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

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| Professional Experience and Credibility | <p>Several years' experience is desirable, as is knowledge of statutory processes relating to heritage.</p> <p>Knowledge of Tikanga and Te Reo Maori would be an advantage.</p> <p>Proven practical knowledge of the Building Act, Resource Management Act and other relevant legislation.</p> <p>Experience in preparing and presenting reports, submissions and recommendations to decision making bodies such as boards, iwi, councils and the Environment Court.</p> <p>Knowledge of statutory and legislative processes relating to heritage management.</p> <p>Experience of biculturalism and the Treaty of Waitangi</p> <p>Experience of participating in and leading multi-disciplinary project teams, including managing project budgets</p> <p>Negotiation and conflict resolution, particularly in relation to public resource and heritage issues.</p> <p>Experience in working with a range of community and</p> |
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| | <p>professional agencies to achieve identified outputs and/or objectives.</p> <p>Research skills and the preparation of educational materials.</p> <p>A current driver's licence</p> |
| A tertiary qualification | Required in architecture or building conservation. |