



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

POSITION DESCRIPTION

Job Title	Area Manager
Directorate/Team	Northern, Central or Southern Region/Operations
Report To	Director Northern, Central or Southern Region
Role Purpose	The Area Manager is responsible for the delivery of local services for archaeology, architecture, crown land disposal, heritage listing, planning, reception and administration services. A focus will be on ensuring that nationally all resources will be utilised in the most efficient and effective way in accordance with the priorities (based on significant heritage outcomes) that the organisation determines.
Direct Reports	Staff in the Area office as agreed with the Director Northern, Central or Southern Region.
Key Relationships	Internal – Director Northern, Central or Southern Region, DCE Operations, staff based in the Area Office, Regional operations staff and all other Heritage New Zealand staff. External – Community based heritage organisations, Members of Heritage New Zealand Pouhere Taonga, Local Government elected members and staff, iwi and hapu, media, heritage sector groups, heritage professionals/professional associations, contractors, general public.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Deliver through a business plan the strategic vision and priorities of Heritage New Zealand Pouhere Taonga within the area of responsibility. Provide leadership to staff in a principled, positive and performance oriented manner.
Performance Accountability (2)	Lead, promote and advocate for heritage values and effective heritage management with a bicultural approach to the management of heritage resources.
Performance Accountability (3)	Add value to the team by contributing professional specialist expertise to the heritage work of the team. Develop a strong and positive area team and lead by example by modelling its culture through personal behaviour and work practice.

	Provide performance management and professional development opportunities to staff within the organisations policies, procedures and practices.
Performance Accountability (4)	Lead through co-ordination and deliver high quality heritage advice to clients and stakeholders. Seek and evaluate customer feedback on the services delivered by staff responsible for the delivery in the area. Provide expert advice and support to the work of the properties and assets in the area as required.
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with external stakeholder groups).
Bi-cultural Responsiveness	Leads to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.
Health and Safety	Ensures that 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

Communication	Communicates clearly and effectively with a wide range of people and situations in order to explain and influence. Skills include: <ul style="list-style-type: none"> • Written and oral communication that is clear, concise and compelling. • Listens actively and constructively and encourages participation and mutual understanding. • Clearly and courteously communicates the position of Heritage New Zealand Pouhere Taonga and maintains it when required, even when in conflict with stakeholder views.
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 in both self and others. 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.
Team Relationships	Fosters and exhibits a strong team spirit, as a manager and team member within the area of responsibility 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:

- **Tairangihia – 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	Experience in leading a range of community and professional organisations to achieve identified outputs and/or objectives Knowledge and experience of legislative processes relating to heritage management. Negotiation and conflict resolution skills.
A tertiary qualification	Desirable in a relevant discipline, such as business, management, archaeology, architecture, history, heritage management and or planning and resource management, or Maori studies.