



HERITAGE NEW ZEALAND
POUHERE TAONGA

Tairangahia a tua whakarere; Tātakihia ngā reanga o āmuri ake nei
Honouring the Past; Inspiring the Future

POSITION DESCRIPTION

Job Title	Pouarahi Kaupapa Here / Māori Heritage Policy Advisor
Directorate/Team	Māori Heritage
Report To	Kaiwhakatere Kaupapa Māori / Manager Māori Heritage Recognition and Engagement
Role Purpose	The Pouarahi Kaupapa Here is part of Te Tira, and provides advice in relation to Māori heritage policy matters, our ongoing Treaty settlement relationships with iwi, and drafting submissions to public bodies advocating for Māori heritage protection. The role also supports the work of the Tautiaki Taonga me Kaupapa Māori directorate in the provision of advice and support to iwi and hapū in resource management and other Māori heritage matters.
Direct Reports	Nil
Key Relationships	Internal – Pouarahi, Tautiaki Wahi Taonga Team, Director Policy, Policy Team, Area Managers and staff, Legal Services Advisor, and all other Heritage New Zealand Pouhere Taonga staff. External – Manatū Taonga and other government departments and agencies, local government staff, funding agencies, iwi, hapū and marae, iwi resource management units, post settlement governance entities, heritage professionals, professional associations, community-based heritage organisations, Heritage New Zealand Pouhere Taonga members and volunteers.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Policy Advice Proactively identifies opportunities to improve outcomes for Māori cultural heritage, and helps to implement timely, effective, and efficient processes to effect positive change. Delivers Māori heritage policy advice and contributes to processes led by others to high standards and within agreed timeframes. Represents Heritage New Zealand Pouhere Taonga, and liaises, and consults with government departments and other agencies. Supports the drafting of submissions to Select Committees, government agencies and other national bodies on behalf of

	Heritage New Zealand Pouhere Taonga in relation to Māori heritage policy matters coordinates and supporting the writing and production of technical heritage guidelines, Conservation and iwi planning documents, and other documents that support iwi resource management processes. Represents Heritage New Zealand Pouhere Taonga in interagency policy development processes and workshops in relation to Māori heritage matters. Maintains oversight of the organisation's commitments to iwi and hapū in relation to treaty settlement legislation. Supports the contribution of Te Tira to our Te Ara Taonga Relationships with other culture and heritage agencies.
Performance Accountability (2)	Iwi and Hapū Relationships To establish and maintain a comprehensive network of Māori heritage contacts for the purposes of developing an active working relationship with iwi/hapu/runanga and marae. To participate in training and upskilling wananga/hui with iwi/hapu to transfer expertise in managing Māori heritage resources. To actively provide advice, training and promotion to iwi/hapu/runanga and marae communities on the identification, recording, conservation, preservation and management of Māori heritage resources. To promote, facilitate and participate in meetings between iwi/hapu/runanga/marae and key customers and stakeholders on Māori heritage matters. To actively participate in and promote the use of mātauranga Maori and skills used for Māori built heritage.
Bi-cultural Responsiveness	Works to ensure that the Treaty of Waitangi Te Tiriti o Waitangi and the vision for Māori Heritage - Tapuwae, are promoted.
Internal and External Relationship Management	Establishes and maintains positive professional relationships internally and externally, particularly with government departments and other stakeholder agencies.
Health and Safety	Ensures all health and safety requirements are met or 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

Policy, Organisational and Project Management	Thinks strategically and critically and makes decisions based on appropriate criteria and information. Demonstrates the ability to define clearly the purposes, objectives and parameters of projects. Delivers projects and advice in a systematic and timely fashion. Develops and administers efficient and effective systems to promote the best outcomes for Heritage New Zealand Pouhere Taonga.
Information Technology skills	Demonstrates competence in using and developing electronic databases including accurate data entry skills. Demonstrates familiarity with using and developing Internet sites. Demonstrates a familiarity with using social media.
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.
Commitment to Treaty of Waitangi and Cultural Awareness	Understands the implications of the Treaty in relation to heritage issues, and models Māori values and thinking. Is responsive to the cultural needs of Māori staff, and iwi/hapu. Has well developed skills in tikanga Māori and te reo. Understands the importance of appropriate consultation with iwi/hapu/runanga, in ensuring that policies and procedures are in keeping with their aspirations. Promotes bicultural heritage management models in co-operation with other Pouhere Taonga staff. Has a sound understanding of cultural safety and taha wairua issues that impact on the well-being of staff and stakeholders.
Team Relationships	Fosters and exhibits a strong team spirit as a member of the Policy 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**
- **Tātakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

Desired Qualifications and Professional Experiences

Professional Experience and Credibility	Well-developed intellectual curiosity and capacity to think logically and strategically. Demonstrable commitment to the principles of the Treaty of Waitangi Te Tiriti o Waitangi. Proven written and oral communication skills. Knowledge and understanding of Tikanga Māori and Te Reo Māori. Experience in presenting information to a Māori audience at a wānanga or hui in a Māori situation such as on a marae or other places of significance Experience in researching and presenting reports and recommendations Experience in working with a range of community and professional agencies to achieve identified outputs and/or objectives Knowledge and experience of working within statutory and legislative processes Experience of biculturalism and working within the principles of the Treaty of Waitangi Negotiation and conflict resolution skills A current driver's licence
A tertiary qualification	Desirable in a relevant discipline such as public policy, Māori studies, history, archaeology, architecture, art history or heritage studies.