



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

**POSITION DESCRIPTION**

<b>Job Title</b>	Pouarahi Traditional Arts
<b>Directorate/Team</b>	Māori Heritage
<b>Report To</b>	Director Kaiwhakahaere Tautiaki Taonga and Kaupapa Māori.
<b>Role Purpose</b>	The Pouarahi Traditional Arts is responsible at a regional and national level for providing conservation and traditional materials/ arts advice and developing training programmes for iwi, hapu, and whanau groups to both support and promote the preservation of Māori built heritage
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Internal – Māori Heritage Directorate and all Heritage New Zealand Pouhere Taonga staff  External –Iwi and hapū, runanga and marae, Regional Māori Organisations, Māori Environmental/Heritage Groups, Local Authorities, Property Owners, Developers and resource users, Regional Funding Agencies, Professional Organisations, NZ Professional Conservators Group, Government Departments, Community based heritage organisations

**Key Responsibilities**

	Deliverables/Outcomes
Performance Accountability (1)	<u>Conservation Advice, Training and Services</u>  Generally promoting, educating and advocating for the effective preservation of Māori Built heritage.  Working alongside Māori Built heritage conservator to develop sustainable conservation programmes for iwi and hapu including resource development, training, and on site advice services.  Provide expert educational advice on Māori Built Heritage training development.  Provide expert traditional materials and arts advice for Māori community based Māori Built heritage conservation projects.  Provide advice on the conservation matters related to Māori built heritage in relation to provisions of the Heritage New Zealand Pouhere Taonga Act 2014 and Building Act.  Develop guidelines for traditional arts retention for Māori Built Heritage within Māori communities.

	Assist the development of partnership programmes to further research in Māori built heritage conservation and traditional arts knowledge.
Performance Accountability (2)	<p><u>Iwi/hapu/runanga/marae liaison and advocacy</u></p> <p>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.</p> <p>To promote and support the establishment of effective iwi/hapu/runanga heritage management units.</p> <p>To participate in training and upskilling wananga/hui with iwi/hapu to transfer expertise in managing Māori heritage resources.</p> <p>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.</p> <p>To promote, facilitate and participate in meetings between iwi/hapu/runanga/marae and key customers and stakeholders on Māori heritage matters.</p> <p>To actively participate in and promote the use of traditional, knowledge and skills used for Māori built heritage.</p>
Performance Accountability (3)	<p><u>Statutory Processes</u></p> <p>To act as an advocate for Māori heritage values through the provisions of the Historic Places Act 1993, Resource Management Act 1991, and Building Act .... And other legislation, strategies and methods.</p> <p>To promote voluntary mechanisms for the preservation and management of Māori heritage resources.</p>
Performance Accountability (4)	<p><u>Promotion and Education</u></p> <p>Promote understanding of, and enthusiasm for, the identification, conservation, and management of Māori heritage values</p> <p>Support self-management by iwi/hapu and marae communities of their heritage resources.</p> <p>Contribute to promotional and educational initiatives of Pouhere Taonga from a Māori heritage perspective</p> <p>Promote, advise on and support iwi/hapu/runanga/marae initiatives</p> <p>Maintain professional conservation knowledge and skills through a programme of professional development, networks, research and documentation of work.</p>

Performance Accountability (5)	<p><u>Other Duties</u></p> <p>To provide advice to key stakeholders on the avoidance and mitigation of adverse effects of development proposals on Māori heritage resources.</p> <p>To liaise with other Pouhere Taonga staff to promote management of Māori heritage</p> <p>To provide national input to business and corporate planning for Māori heritage</p> <p>To assist with the development of policies and programmes for the management and preservation of Māori heritage places.</p> <p>To provide a bicultural approach to the management of Māori heritage</p> <p>To participate in team meetings, projects and other activities.</p>
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with stakeholders).
Bi-cultural Responsiveness	<p>Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Māori Heritage (Tapuwae) are promoted.</p> <p>Seek support from iwi/hapu/whanau/runanga as appropriate to ensure cultural safety and taha wairua understanding has been provided for Pouhere Taonga staff and stakeholders</p>
Health and Safety	Ensure all requirements of the Health and Safety at Work Act 2015 are exceeded.

### Person specification - Essential Competencies and Attributes

Commitment to Treaty of Waitangi and Cultural Awareness	<p>Understands the implications of 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/hapu.</p> <p>Has well developed skills in tikanga Māori and te reo.</p> <p>Understands the importance of appropriate consultation with iwi/hapu/runanga, in ensuring that policies and procedures are in keeping with their aspirations.</p> <p>Promotes bicultural heritage management models in co-operation with other Pouhere Taonga staff.</p>
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	Has a sound understanding of cultural safety and taha wairua issues that impact on the well-being of staff and stakeholders.
Customer Focus	Displays a high level of commitment to: <ul style="list-style-type: none"> <li>- delivering quality Pouhere Taonga services</li> <li>- respecting the needs and aspirations of the Pouhere Taonga's clients and of heritage stakeholders, in particular iwi/hapu/runanga</li> <li>- providing responses and solutions that meet external needs wherever possible</li> </ul>
Professionalism	Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.  Displays commitment and passion towards Māori heritage and the exercising of kaitiakitanga by iwi/hapu/whanau/marae communities  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.  Keeps private and public interests separate.  Displays a well organised, systematic and timely approach to their work.  Displays positive, constructive and collaborative professional relationships with internal and external colleagues.
Relationship Building	Builds and maintains positive and constructive working external relationships, including iwi/hapu/runanga/marae communities and in particular their heritage/environmental representatives.  Achieves clear and effective two way communication with a wide range of people in all situations.  Develops and maintains a network of key iwi/hapu/runanga and heritage-minded contacts and maintains a good working relationship with them.  Develops a support network and mentoring system to assist fieldwork and office administration processes.
Team Relationships	Fosters and exhibits a strong team spirit as a team member within the Māori Heritage Directorate 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

Professional Experience and Credibility	<p>Several years’ experience in the field of built heritage conservation particularly within Maori communities is desirable.</p> <p>Knowledge and understanding of traditional practices and materials used in Māori built heritage.</p> <p>Knowledge and understanding of tikanga Māori and te reo Māori</p> <p>Proven practical knowledge of the Building Act, NZ Historic Places Act, Resource Management Act and other relevant legislation.</p> <p>Experience in presenting information and providing training programmes to a Māori audience at a wananga, workshop, or hui in a Māori situation such as on a marae or cultural site is essential.</p> <p>Experience in preparing and presenting reports and recommendations</p> <p>Knowledge of statutory and legislative processes relating to heritage management.</p> <p>Experience of biculturalism and working within the principals of 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 skills</p> <p>8. A current driver’s licence</p>
A tertiary qualification	A tertiary qualification in the fields of Māori studies, education and conservation is desirable.