



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

POSITION DESCRIPTION

Job Title	Policy Advisor / Kaitohutohu Kaupapa Here
Directorate/Team	Policy Team / Policy, Strategy and Corporate Services Directorate
Report To	Director, Policy
Role Purpose	<p>The Policy Advisor/Kaitohutohu Kaupapa Here is responsible for:</p> <ul style="list-style-type: none">• developing policy advice on heritage matters• administering consent processes• coordinating the production of technical heritage guidelines, Conservation Plans, and other documents• representing Heritage New Zealand Pouhere Taonga in interagency policy development processes and workshops.
Direct Reports	Nil
Key Relationships	<p>The position has a relationship of value with all Heritage New Zealand Pouhere Taonga staff and all heritage stakeholders. Its key relationships, however, are:</p> <p>Internal – Director Policy/Kaiwhakahaere Matua Kaupapa Here, Policy Team, Pouarahi, Area Managers and staff, and the Legal Team.</p> <p>External – Manatū Taonga and other government departments and agencies, local government staff, funding agencies, iwi and hapū, professional associations and community-based heritage organisations.</p>

Key Responsibilities

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

Performance Accountability (2)	<p>Project Management Manages, co-ordinates, facilitates and monitors heritage policy projects and their implementation to ensure well-organised and timely delivery.</p> <p>Provides timely advice of any internal or external factors affecting the ability to keep a heritage policy project on target and within budget.</p> <p>Coordinates and contributes, as required, to:</p> <ul style="list-style-type: none"> • consenting processes, eg. fast-track approvals • developing Conservation Plans for properties that are owned / managed by Heritage New Zealand Pouhere Taonga ('our properties') • developing and maintaining Property Management Plans for our properties • developing and maintaining Reserve Management Plans for our properties • administering the National Heritage Preservation Incentive Fund, and other heritage funds • other policy projects as required. <p>Assists in monitoring and reporting on the performance of Heritage New Zealand Pouhere Taonga including Quarterly and Annual reporting to Manatū Taonga.</p>
Performance Accountability (3)	<p>Systems Development Helps to establish national systems to develop, implement and review heritage policy, guidelines, templates, and standards.</p> <p>Coordinates work on technical heritage guidelines and other documents and contributes content to them as required.</p>
Bi-cultural Responsiveness	<p>Works to ensure that the Treaty of Waitangi Te Tiriti o Waitangi and the vision for Māori Heritage, Tapuwae, are promoted.</p>
Internal and External Relationship Management	<p>Establishes and maintains positive professional relationships internally and externally, particularly with government departments and other stakeholder agencies.</p>
Health and Safety	<p>Ensures all health and safety requirements are met or exceeded.</p>
Information Management	<p>Establishes and maintains understanding of, and abides by, the organisation's information management policy and procedures.</p>
Organisational Policies and Procedures	<p>Establishes and maintains an understanding of the organisation's policies and procedures, and abides by them – e.g. information management, finance etc.</p>

Person specification - Essential Competencies and Attributes

Policy, Organisational and Project Management	<p>Thinks strategically and critically and makes decisions based on appropriate criteria and information.</p> <p>Demonstrates the ability to define clearly the purposes, objectives and parameters of projects.</p> <p>Delivers projects and advice in a systematic and timely fashion.</p> <p>Develops and administers efficient and effective systems to promote the best outcomes for Heritage New Zealand Pouhere Taonga.</p>
Information Technology Skills	<p>Demonstrates competence in using and developing electronic databases including accurate data entry skills.</p> <p>Demonstrates familiarity with using and developing Internet sites.</p> <p>Demonstrates a familiarity with using social media.</p>
Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</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>
External Relationship Building	<p>Is at ease in dealing with a wide range of people, interest groups and agencies and can communicate effectively at all levels.</p> <p>Builds and maintains positive and constructive working relationships externally.</p> <p>Achieves clear and effective two-way communication with a wide range of people and in all situations.</p> <p>Is respectful of the needs of the organisation's customers and of heritage stakeholders.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit as a member of the Policy Team and the wider organisation.</p>
Organisational Behaviours and Values	<p>Demonstrates the organisational behaviours and values and models best practice for all staff and stakeholders.</p>

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 strategically. Demonstrable commitment to the principles of the Treaty of Waitangi Te Tiriti o Waitangi. Proven written and oral communication skills. Knowledge of New Zealand history, heritage and heritage management systems. Well-developed interpersonal and presentation skills. A high level of database and website competence.
A tertiary qualification	Desirable in a relevant discipline such as public policy, Māori studies, planning, history, archaeology, architecture, art history or heritage studies.