



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

POSITION DESCRIPTION

Job Title Kaiurungahoe – Team Leader (Northern Region)

Directorate/Team Te Tira / Māori Heritage

Report To Director Kaiwhakahaere Tautiaki Wāhi Taonga

Role Purpose The Kaiurungahoe is responsible for working with Te Tira/the Māori Heritage Team to support Māori communities with the protection and recognition of their heritage, particularly in the archaeological authority process and on the New Zealand Heritage List/Rārangi Kōrero and National Historic Landmarks.

Direct Reports Pouārahi in the wider Northern Region.

Key Relationships Internal – Te Tira / Māori Heritage Team, Regional Archaeologists, Policy Team (Archaeology Manager), Governance Administrator, Māori Heritage Council (MHC), all Heritage New Zealand staff.

External – Iwi /hapū/marae & hapori, iwi resource management units, consultant archaeologists, national and regional funding agencies, museums, whare taonga, archives and research agencies, cultural and heritage sector groups.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Contributing to Heritage New Zealand’s work towards the protection and recognition of Māori heritage by: Leading and working with Pouārahi and others to support the organisation’s work with kaitiaki Māori communities towards the protection and recognition of their heritage in the archaeological authority process and on the List and Landmarks
Performance Accountability (2)	Providing support to the Director Kaiwhakahaere Tautiaki Wāhi Taonga for the national coordination of Māori heritage services in the regulatory archaeological authority process. Providing support to the Director Kaiwhakahaere Tautiaki Wāhi Taonga for setting and monitoring standards for timely and high-quality Māori heritage services in archaeology. Writing / Editing reports to the Māori Heritage Council and Archaeology Committee and undertaking Māori Value

	<p>Assessments.</p> <p>Assisting the development of policy and procedural issues and advising staff and stakeholders on policy and procedural issues associated with processing of archaeological authorities.</p>
Performance Accountability (3)	<p>Providing support to the Director Kaiwhakahaere Tautiaki Wāhi Taonga for project managing selected Māori Heritage protection, recognition, engagement and conservation projects by:</p> <p>Working with Pouārahi, contractors and others to support the organisation's collaborative relationships with kaitiaki Māori communities in protection, conservation, interpretation, engagement and storytelling partnership projects to support their manaakitanga and kaitiakitanga.</p> <p>Liaising with Pouārahi and HNZPT Planners regarding the resource management and district planning rules for Māori heritage places and archaeological sites.</p>
Performance Accountability (4)	<p>General Policy Development & Governance Support</p> <p>Providing support to the Kaiwhakaterere to develop or provide input to Māori heritage policy advice outputs and/or Governance papers & reports with respect to the recognition and protection of Māori heritage (particularly the archaeological authority process).</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with Māori communities and Regional Archaeologists).</p>
Bicultural Responsiveness	<p>Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Māori Heritage (Tapuwae) are promoted.</p>
Health and Safety	<p>Ensure all requirements of health and safety are exceeded.</p>
Information Management	<p>Establishes and maintains understanding of, and abides by, the organisation's information management policy and procedures</p>

Person specification - Essential Competencies and Attributes

<p>Organisational and Project Management</p>	<p>Demonstrates the ability to define clearly the purposes, objectives and parameters of projects.</p> <p>Employs sound research principles and techniques appropriate to Māori heritage and matauranga Māori considerations.</p> <p>Delivers projects and advice in a systematic, orderly and timely fashion.</p> <p>Develops and administers efficient and effective systems to promote the best outcomes for Heritage New Zealand.</p> <p>Makes recommendations and decisions on appropriate information (particularly the Digital Library).</p>
<p>Leadership</p>	<p>Displays personal and professional enthusiasm and commitment to the mission of Heritage New Zealand and the purposes of the archaeological authority process.</p> <p>Displays initiative and is capable of working both independently and collaboratively.</p> <p>Keeps private and public interests separate.</p> <p>Coaches and mentors staff involved in listing processes.</p> <p>Displays a well organised, systematic and timely approach to their work.</p>
<p>Professionalism</p>	<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>
<p>External Relationship Building</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 in all situations.</p> <p>Is respectful to the needs of the organisations customers and of heritage stakeholders.</p> <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>Team Relationships</p>	<p>Fosters and exhibits a strong team spirit as a team member within Te Tira – the Māori Heritage Team and the wider organisation. (Tima Tahi).</p>
<p>Organisational Behaviours and Values</p>	<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**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

Desired Qualifications and Professional Experiences

<p>Professional Experience and Credibility</p>	<p>Demonstrates an ability to research, write and edit reports and Māori value assessments to an excellent academic standard and in line with Standard operating procedures.</p> <p>Must be highly competent in Tikanga Māori and a good level of Te Reo Māori is also sought.</p> <p>Well-developed knowledge of Aotearoa New Zealand history, Māori communities and their cultural landscapes.</p> <p>Experience living or working within Māori communities at whanau/marae/hapū levels to wider Te Ao Māori</p> <p>Demonstrable commitment to the principles of the Treaty of Waitangi [Te Tiriti O Waitangi].</p> <p>Well-developed interpersonal and presentation skills.</p> <p>Experience in coordinating and participating in multi-disciplinary teams to undertake medium-scale projects.</p> <p>Understanding of archaeology, planning and resource management skills are desirable.</p>
<p>A tertiary qualification</p>	<p>Required in a relevant professional field such as Māori Studies, Archaeology, History, Anthropology, Resource Management.</p>