



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

**POSITION DESCRIPTION**

<b>Job Title</b>	Pouarahi
<b>Directorate/Team</b>	Māori Heritage
<b>Report To</b>	Director Kaiwhakahaere Tautiaki Wahi Taonga
<b>Role Purpose</b>	The Pouarahi is responsible for the delivery the Heritage New Zealand Pouhere Taonga (Pouhere Taonga) Māori heritage services at a regional and national level.
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	Internal – Māori Heritage Directorate, staff in the Regional Teams, Manager Archaeology 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, Consultant Archaeologists, Professional Organisations, Government Departments, NZ Professional Conservators Group, NZ Archaeological Association, Regional heritage organisations.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	<p><u>Statutory processes</u></p> <p>To provide priority input into the statutory archaeological authority process with regards to processing, consultation, assessments of Māori values and effects, decision making and from time to time presenting evidence in the Environment Court</p> <p>To act as an advocate for Māori heritage values through the provisions of the Heritage New Zealand Pouhere Taonga Act 2014 (HNZPT Act)and Resource Management Act 1991 primarily but also by way of other legislation, strategies and methods</p> <p>To promote voluntary mechanisms for the preservation and management of Māori heritage resources.</p>
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 tradition, knowledge and skills used for Māori built heritage.</p>
Performance Accountability (3)	<p><u>Listing</u></p> <p>To promote, process and review the listing of places of interest to iwi/hapu/runanga.</p> <p>To provide clear and concise research reports for listing under the HNZPT Act in a timely fashion.</p>
Performance Accountability (4)	<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 actively support and promote Māori building conservation programmes.</p> <p>To liaise with other Pouhere Taonga staff to promote management of Māori heritage.</p> <p>To provide timely and effective advice and transfer expertise to other Pouhere Taonga staff on Māori heritage matters</p> <p>To provide regional input to business and corporate planning for Māori heritage.</p> <p>To assist with the development of policies and programmes for the management of Māori heritage places.</p> <p>To provide cultural input and advice on Pouhere Taonga property projects.</p> <p>To provide a bicultural approach to the management of Māori heritage.</p> <p>To participate in regional team meetings, projects and other activities.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholders).</p>
Bi-cultural Responsiveness	<p>Work to ensure that the Treaty of Waitangi (Te Tiriti O</p>

	Waitangi) and the vision for Māori Heritage (Tapuwae) are promoted.
Health and Safety	Ensure all requirements of health and safety are exceeded.
Information Management	Establishes and maintains understanding of, and abides by, the organisation's information management policy and procedures

### 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> <p>Has a sound understanding of cultural safety and taha wairua issues that impact on the well-being of staff and stakeholders.</p>
Customer Focus	<p>Displays a high level of commitment to:</p> <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	<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>Keeps private and public interests separate.</p> <p>Displays a well organised, systematic and timely approach to their work.</p> <p>Displays positive, constructive and collaborative professional relationships with internal and external colleagues.</p>
Relationship Building	Builds and maintains positive and constructive working

	<p>external relationships.</p> <p>Achieves clear and effective two way communication with a wide range of people in all situations.</p> <p>Maintains a constructive and open approach when dealing with criticism or opposing views and responds in a way that doesn't escalate conflict or create unnecessary hostility.</p> <p>Develops and maintains a network of key iwi/hapu/runanga and heritage-minded contacts and maintains a good working relationship with them.</p> <p>Develops a support network and mentoring system to assist fieldwork and office administration processes.</p>
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>Knowledge and understanding of Tikanga Māori and Te Reo Māori.</p> <p>Experience in presenting information to a Māori audience at a wananga or hui in a Māori situation such as on a marae or cultural site</p> <p>Experience in researching and presenting reports and recommendations</p> <p>Experience in working with a range of community and professional agencies to achieve identified outputs and/or objectives</p> <p>Knowledge and experience of working within statutory and legislative processes</p> <p>Experience of biculturalism and working within the principles of the Treaty of Waitangi</p> <p>Negotiation and conflict resolution skills</p> <p>A current driver's licence</p>
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A tertiary qualification	A tertiary qualification and/or technical competency and experience in a relevant professional field such as Māori heritage, archaeology, anthropology, community work, community development, conservation, history, education, advocacy, planning or resource management
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