



HERITAGE NEW ZEALAND  
POUHERE TAONGA

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

**POSITION DESCRIPTION**

<b>Job Title</b>	Archaeologist Poutairangahia
<b>Directorate/Team</b>	Policy Strategy and Corporate Services/ Policy Team
<b>Report To</b>	Manager Archaeology Kaiwhakahaere Poutairangahia
<b>Role Purpose</b>	To administer the archaeological provisions of the Heritage New Zealand Pouhere Taonga Act 2014 and to raise awareness and understanding of archaeology in New Zealand.
<b>Direct Reports</b>	Nil
<b>Key Relationships</b>	<p>Internal – Manager Archaeology, Director Policy, Archaeologists, Pouarahi, Legal Services Advisor, and all Heritage New Zealand Pouhere Taonga staff.</p> <p>External – Archaeological authority applicants, Iwi and hapū, landowners, Archaeological and Planning consultants, Archaeological Association, Local Authorities, Government agencies, Universities and other research/technical institutions.</p>

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	<p>Administer the archaeological provisions of the Heritage New Zealand Pouhere Taonga Act 2014 (the Act)</p> <p>Assess and make recommendations in accordance with statutory time frames, internal guidelines, policies and procedures.</p> <p>Monitor compliance with archaeological provisions of the Act.</p>
Performance Accountability (2)	<p>Archaeology Outreach –</p> <p>In conjunction with the Regional Services Team identify opportunities for promoting and raising awareness of archaeology through internal and external outlets e.g. Heritage this Month, public talks and presentations.</p> <p>Promote and initiate research on NZ archaeology with an emphasis on improving the Heritage New Zealand Pouhere Taonga understanding of archaeological site management and contribute to our understanding of New Zealand's past.</p>

Performance Accountability (3)	<p>Archaeological Advice</p> <p>Internal – provide archaeological expertise advice and input to Heritage New Zealand Pouhere Taonga staff and projects as required.</p> <p>Develop policy, guidelines and standard operating procedures for the administration of the archaeological provisions of the Act.</p> <p>External – provide advice and education to whanau/hapū/iwi, consultants, applicants, local authorities, landowners/occupiers and resource users on responsibilities and opportunities in archaeological and Māori heritage site protection, conservation and management.</p>
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).
Bi-cultural Responsiveness	Promotes the principles of the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Māori Heritage (Tapuwae).
Health and Safety	Ensures all requirements of health and safety are exceeded.

#### Person specification - Essential Competencies and Attributes

Intellectual and Analytical Management	Makes recommendations and decisions on appropriate information.
Professionalism	<p>Demonstrates honesty, integrity, commitment and loyalty in behaviour and work performance.</p> <p>Meets high standards of excellence and quality of performance.</p> <p>Is forward-thinking and committed to seeking positive heritage outcomes, pro-active approaches and innovative responses.</p>
External Relationship Building	<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>Clearly and courteously communicates the position of Heritage New Zealand Pouhere Taonga and maintains it when required, even when in conflict with stakeholder views.</p>
Team Relationships	Fosters and exhibits a strong team spirit, within the regional team and the wider organisation.

Organisational Behaviours and Values	Demonstrates the organisational behaviours and values.
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**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 Experience**

Professional Experience and Credibility	<p>Knowledge and experience of Heritage New Zealand Pouhere Taonga Act 2014 and other legislative processes relating to archaeology.</p> <p>Understanding of biculturalism and the Treaty of Waitangi in relation to heritage and resource management.</p> <p>Ability to plan effectively and prioritise to meet statutory deadlines.</p> <p>Ability to communicate information clearly to stakeholders in a solution focussed manner.</p> <p>Negotiation and conflict resolution skills particularly in relation to appeals and Māori heritage issues.</p> <p>Experience and competence in archaeological identification, survey, investigation, assessment, analysis, reporting and resource management recommendations.</p> <p>Strong research skills – especially experience in primary research and use of archival material.</p> <p>Experience in preparing and presenting reports and recommendations.</p> <p>A current driver’s licence.</p>
A tertiary qualification	A tertiary qualification (MA or higher) in New Zealand archaeology or equivalent.