



HERITAGE NEW ZEALAND
POUHERE TAONGA

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

POSITION DESCRIPTION

Job Title Conservation Architect

Directorate/Team

Report To Area Manager Otago Southland

Role Purpose The Conservation Architect provides expert architectural conservation and cultural heritage preservation advice to regional planning, Listing and property management staff, heritage clients and stakeholders particularly in regard to heritage resource management, and the adaptation of registered and scheduled historic places.; promotes heritage conservation; promotes stakeholder awareness of and enthusiasm for heritage values and heritage conservation through all aspects of the HNZPT's work as directed by the Director of the Regional team.

Direct Reports Nil

Key Relationships Internal – Director Northern, Central or Southern, Area Manager Lower Northern/ Mid-Northern/ Central East/ Central West/ Otago Southland or Canterbury West Coast, Pouarahi, Manager Statutory Advocacy, Legal Services Advisor, staff in the Operations Directorate and all Heritage New Zealand staff.

External – Owners of listed properties and other heritage properties, Heritage users and developers, Local government staff and elected representatives, Regional funding agencies, Iwi and Hapu, Government department staff, Heritage professionals, Professional associations, Community based heritage organisations, Heritage New Zealand members and volunteers.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Professional Heritage Advice Provide high quality heritage conservation advice to inform heritage New Zealand's input to RMA plans and policy statements, including attending RMA hearings as an expert witness Provide high quality heritage conservation advice to applicants for resource consents and building consents that

	<p>may affect historic heritage, including providing affected party approvals where appropriate.</p> <p>Deliver high quality heritage advice to stakeholders through regionally based HNZPT projects and through national projects as required</p>
Performance Accountability (2)	<p>Provide timely and effective advice to the Director of the Region and other regional staff on heritage resource management issues</p> <p>identify regional heritage resource management issues and provide professional heritage advice and advocacy to resolve them;</p> <p>undertake architectural assessments in support of listing;</p> <p>provide architectural advisory services to HNZPT properties</p>
Performance Accountability (3)	<p>Promote heritage conservation and stakeholder awareness of and enthusiasm for heritage values and heritage conservation through all aspects of the HNZPT's work</p>
Performance Accountability (4)	<p>Enter information into Heritage New Zealand databases and systems as required accurately and in a timely manner.</p>
Internal and External Relationship Management	<p>Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).</p>
Bi-cultural Responsiveness	<p>Manages to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.</p>
Health and Safety	<p>ensure all requirements of health and safety are exceeded.</p>

Person specification - Essential Competencies and Attributes

Organisational Management	
Intellectual and Analytical Management	<p>Makes recommendations and decisions on appropriate information.</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	Builds and maintains positive and constructive working relationships externally. Achieves clear and effective two way communication with a wide range of people in all situations. Is respectful to the needs of the organisations customers and of heritage stakeholders.
Team Relationships	Fosters and exhibits a strong team spirit, as a manager, a project leader and team member within the Executive Team the 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:

- **Tairangihia – 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 is desirable, as is knowledge of statutory processes relating to heritage. Knowledge of tikanga Maori would be an advantage.</p> <p>Proven practical knowledge of the Building Act, Resource Management Act and other relevant legislation.</p> <p>Experience in preparing and presenting reports, submissions and recommendations to decision making bodies such as boards, iwi, councils and the Environment Court</p> <p>Knowledge of statutory and legislative processes relating to heritage management.</p> <p>Experience of biculturalism and 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, particularly in relation to public resource and heritage issues</p> <p>Experience in working with a range of community and professional agencies to achieve identified outputs and/or objectives.</p>
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	Research skills and the preparation of educational materials A current driver's licence
A tertiary qualification	Desirable in architecture, or architectural conservation.