



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

POSITION DESCRIPTION

Job Title Director Policy/Kaiwhakahaere Matua Kaupapa Here
Directorate/Team Policy, Strategy and Corporate Services
Report To Deputy Chief Executive Policy, Strategy and Corporate Services/Manahautū
 Tuarua: Rautaki

Role Purpose The Director Policy/Kaiwhakahaere Matua Kaupapa Here has responsibility for the delivery of policy, frameworks and oversight for the functions of heritage listing, archaeology and statutory advocacy. Due to the requirement of reporting organisational recommendations, ‘oversight’ includes the process of approval to the Board, the Maori Heritage Council and their sub-committees. There will be a focus to ensure that the operations of the organisation have appropriate input to organisational policy, frameworks and reports.

Direct Reports Manager Heritage Listing - Kaiwhakahaere Rārangi Kōrero
 Manager Archaeology - Kaiwhakahaere Poutairangahia
 Manager Statutory Advocacy -Kaiwhakahaere ā-Kōkiri

Key Relationships Internal – Executive team; Te Manawa (Senior Management Team); Staff from Policy; and all other Heritage New Zealand Pouhere Taonga staff
 External – Providers of services of policy, archaeology, and statutory advocacy including other government agencies and crown entities; professional and specialist agencies and organisations.

Key Responsibilities

	Deliverables/Outcomes
Performance Accountability (1)	Manage the Policy Team to achieve: The development, delivery and oversight of: <ul style="list-style-type: none"> • archaeological site protection and archaeological authority decisions; • the heritage listing function; and • planning and statutory advocacy including input to central government policy and legislative review processes relating to heritage. The development and delivery of heritage strategy, policies, processes, guidelines and standards including: <ul style="list-style-type: none"> • the process for disposal of land by Crown agencies; and



	for heritage property and asset management.
Performance Accountability (2)	Lead the development of the organisational accountability documents – Statement of Intent, Statement of Performance Expectations and Annual Plan.
Performance Accountability (3)	Lead the reporting of organisational responsibilities – Annual Report and Ministry of Culture and Heritage/Manatū Taonga reporting requirements.
Performance Accountability (4)	Lead any required policy input to the Board, the Maori Heritage Council and all sub-committees.
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with stakeholder agencies).
Bi-cultural Responsiveness	Manages to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Maori Heritage (Tapuwae) are promoted.
Health and Safety	Manages to ensure all requirements of health and safety are exceeded.

Person specification - Essential Competencies and Attributes

Organisational Management and Leadership	<p>Delivers projects and advice on time, within budget and to the highest standards.</p> <p>Ensures staff deliver to the organisation’s vision, purpose and strategic priorities.</p> <p>Ensures the organisation is trusted and respected and that there is confidence in the development and delivery of policy related services.</p>
Intellectual and Analytical Management	<p>Demonstrates highly developed analytical, strategic and leadership thinking.</p> <p>Analyses information, identifies key issues, considers strategic options, perspectives and solutions.</p> <p>Thinks proactively and promotes the achievement of positive heritage outcomes and solutions.</p> <p>Adopts a flexible and positive approach to changing environmental needs and to developing a strategic response to them.</p> <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>



External Relationship Building	<p>Builds and maintains positive and constructive working relationships externally especially with national policy units of government departments, regional and local authorities, iwi authorities and heritage sector groups and professionals.</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 organisation’s customers and of heritage stakeholders.</p>
Team Relationships	<p>Fosters and exhibits a strong team spirit, as a manager, a leader and team member within Te Manawa (the Senior Management Team).</p>
Organisational Behaviours and Values	<p>Promotes awareness of 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

Professional Experience and Credibility	<p>Experience in a senior role, including management and leadership of policy, professional and/or technical staff with the capability to compellingly lead, coach and supervise.</p> <p>Experience in a New Zealand government organisation or Crown entity.</p> <p>Experience in managing projects and budgets and providing sound advice to senior decision-makers.</p>
Strategic Thinking	<p>Experience in developing and delivering long range organisational strategy and also to apply strategic thinking to complex problems.</p>
Bi-cultural Responsiveness	<p>Understanding of the current Treaty context for the Crown.</p> <p>Enthusiasm for developing policy to support positive Māori heritage outcomes.</p>
A tertiary qualification	<p>Desirable in a relevant discipline, such as business, management, archaeology, architecture, history, resource management, Māori studies, public policy or resource management.</p>