



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

**POSITION DESCRIPTION**

**Job Title** Pou Rārangi Kōrero / Māori Heritage Listing Advisor  
**Directorate/Team** Te Tira / Māori Heritage  
**Report To** Kaiwhakatere/Manager Māori Heritage Policy and Recognition

**Role Purpose** The Pou Rārangi Kōrero / Māori Heritage Listing Advisor is responsible for working with Te Tira/the Māori Heritage Team to support Māori communities with the recognition of their heritage, particularly on the New Zealand Heritage List/Rārangi Kōrero and National Historic Landmarks/Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu.

**Direct Reports** nil

**Key Relationships** Internal – Te Tira / Māori Heritage Team, Policy Team, Governance Administrator, Māori Heritage Council (MHC), all Heritage New Zealand staff.  
External – Iwi /hapū/marae & hāpori, national and regional funding agencies, museums, archives and research agencies, cultural and heritage sector groups.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	<p>Contributing to Heritage New Zealand’s work towards the recognition of Māori heritage by:</p> <p>Working with Pouārahi, contractors and others to support the organisation’s work with kaitiaki Māori communities towards the recognition of their heritage on the Rārangi Kōrero and Landmarks;</p> <p>Coordinating, developing and implementing efficient procedures for the processing of listings of Wāhi Tapu, Wāhi Tūpuna and Wāhi Tapu Area through the Māori Heritage Council;</p> <p>Assisting the development of policy and procedural issues and advising staff and stakeholders on policy and procedural issues associated with listings of Wāhi Tapu and Wāhi Tūpuna</p> <p>Ensuring that Māori Heritage listing records and database are accurately recorded and up-to-date;</p> <p>Working with the Policy and Regional teams and Rārangi Kōrero committee for the recognition of historic places and</p>

	historic areas of interest to Māori;
Performance Accountability (2)	<p>Providing support to the Kaiwhakare for the national coordination of research for the recognition of Māori Heritage.</p> <p>Providing support to the Kaiwhakare for setting and monitoring standards for timely and high quality research on the history and other details relating to listings of Wāhi Tapu and Wāhi Tūpuna;</p> <p>Writing / Editing reports, undertaking research including through gathering oral histories, consulting iwi/hapū to support listings of Wāhi Tapu and Wāhi Tūpuna;</p> <p>Assisting, as appropriate, the research of historic places and historic areas of Māori interest in conjunction with the listing staff and the Manager Heritage Listing.</p>
Performance Accountability (3)	<p>Providing support to the Kaiwhakare for project managing selected Māori Heritage 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 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</p>
Performance Accountability (4)	<p>General Policy Development &amp; Governance Support</p> <p>Providing support to the Kaiwhakare to develop or provide input to Māori heritage policy advice outputs and/or Governance papers &amp; reports with respect to the recognition and protection of Māori heritage.</p>
Internal and External Relationship Management	Establish and maintain positive professional relationships internally and externally (particularly with Māori communities).
Bicultural Responsiveness	Work to ensure that the Treaty of Waitangi (Te Tiriti O Waitangi) and the vision for Māori Heritage (Tapuwae) are promoted.
Health and Safety	Ensure all requirements of health and safety are exceeded.

## Person specification - Essential Competencies and Attributes

Organisational and Project Management	<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.</p>
Leadership	<p>Displays personal and professional enthusiasm and commitment to the mission of Heritage New Zealand and the purposes of the New Zealand Heritage List and National Historic Landmarks.</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>
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	<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>
Team Relationships	<p>Fosters and exhibits a strong team spirit as a team member within Te Tira – the Māori Heritage Team and the wider organisation.</p>
Organisational Behaviours and	<p>Demonstrates the organisational behaviours and values and</p>

Values	models best practice for all staff and stakeholders.
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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**
- **Tatakihia –Inspiring and Progressive**
- **Manaakitanga – Considerate, Demonstrates Integrity and Authoritative**

**Desired Qualifications and Professional Experiences**

Professional Experience and Credibility	<p>Demonstrates an ability to research, write and edit reports to an excellent academic standard.</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 planning and resource management skills are desirable.</p>
A tertiary qualification	Required in a relevant professional field such as Māori studies, History, Anthropology.