



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

**POSITION DESCRIPTION**

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

**Role Purpose** The Pouārahi Rārangi Kōrero / Māori Heritage Listing Advisor is based in the greater Te Upoko o te Ika region and 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, Regional Planners, Governance Administrator, Māori Heritage Council (MHC), all Heritage New Zealand staff.

External – Iwi /hapū/marae & hapori, national and regional funding agencies, museums, archives and research agencies, cultural and heritage sector groups.

**Key Responsibilities**

	<b>Deliverables/Outcomes</b>
Performance Accountability (1)	Contributing to Heritage New Zealand’s work towards the recognition of Māori heritage by:  Working with iwi/hapū to support the recognition of their heritage on the Rārangi Kōrero as Wāhi Tapu, Wāhi Tapu Areas and Wāhi Tūpuna; including writing / editing heritage assessment reports, undertaking research including through gathering oral histories, and assisting other Pouārahi in this.
Performance Accountability (2)	Providing support to the Kaiwhakatere for project managing selected Māori Heritage recognition and conservation projects by:  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.
Performance Accountability (3)	<p>Assisting the Pou Rārangī Kōrero and the Kaiwhakātere in heritage recognition policy and procedural issues.</p> <p>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>
Performance Accountability (4)	<p>Other duties pertaining to recognition and advocacy for Māori heritage places:</p> <p>Assisting, as appropriate, the research of historic places and historic areas of interest to Māori interest in conjunction with the Pouārahi, regional listing staff, Policy team, and the Manager Heritage Listing.</p> <p>Liaising with Pouārahi and HNZPT Planners regarding the resource management and district planning rules for Māori heritage places</p>
Performance Accountability (5)	<p>Archaeological Authority Processing</p> <p>Providing leave cover for other Pouārahi in the processing of archaeological authorities (permits to modify or destroy archaeological sites) through the provision of Māori Values Assessments, and by ascertaining that adequate consultation has been carried out, where necessary.</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</p>
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	<p>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 Values	<p>Demonstrates 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

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