



Ko Te Manatū Taonga tēnei,
he mana whānui, he toronga
whānui, he manawa nui anō
hoki tēnei e karanga atu nei.
Nau mai, tomo mai, kia rongō
ai tāua i ngā tākiri kiringa o te
whatumanawa o tō tatou
tuakiritanga ā-motu.

**Manatū
Taonga**
Ministry
for Culture
& Heritage

He ngākau titikaha, he hononga tangata Promoting a confident and connected culture

Come work with us

- We are a Ministry with a broad mandate and wide reach across a complex system
- We embrace diversity and inclusiveness, are passionate about our mahi, and value work-life balance
- We welcome experiences from different sectors to strengthen and support the pou of our whare

A taste of what we do

- We work in a sector that contributes \$11 billion to New Zealand's GDP over 90,000 jobs, ranging from screen production to symphonies, broadcasting to ballet, kapa haka to heritage, and more
- Our mahi helps the government promote Aotearoa tangata, our unique cultural identity — from policy to programme delivery
- With our partners — Māori, public sector agencies and our funded agencies — we connect local communities to cultural experiences that enrich our mātauranga
- Our sector funds and tells stories reflecting who New Zealanders are today, helping us to navigate our future — building an inclusive and cohesive nation we want our tamariki to grow up in and call home

Pou Tohu, Te Pae Huarewa | Te Whakaaturanga Tūranga

Adviser, Te Pae Huarewa | Position Description

Advisers are confident delivering routine work within a well-defined area of work. With a growing depth of knowledge you lead some pieces of work, being sure to follow established processes and approaches that keep the organisation safe. You enhance team and organisational performance by engaging well with others, working at pace, bringing fresh ideas about how work is done, and taking on greater responsibility as your knowledge grows.

MŌ TE RATONGA TŪMATANUI | ABOUT THE PUBLIC SERVICE

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua a te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Aronga mahi | Work focus

Reporting Line	You work in Te Pae Huarewa in Te Toi Office of the Chief Executive reporting to the Pou Mataaho o Te Pae Huarewa Deputy Chief Executive, Māori
Direct Reports Accountability	Nil
Financial Accountability	Nil

TE WHĀINGA ME TE PUTANGA | PURPOSE AND OUTCOME

The Ministry recognises the special place of Māori culture as the indigenous culture of the nation and the particular responsibilities of the Crown pursuant to the Treaty of Waitangi. Te Arataki – the Māori Cultural Strategy – is the Ministry’s strategy to support Māori culture as a fundamental part of New Zealand’s identity.

Your team is Te Pae Huarewa which is led by the Pou Mataaho o Te Pae Huarewa | The Deputy Chief Executive, Māori is a member of the Ministry Leadership Team (MLT) and works across the Ministry and the wider cultural sector. The Pou Tohu | Adviser in Te Pae Huarewa is located in the Office of the Chief Executive.

TE HOROPAKI ME NGĀ KAWENGA | CONTEXT AND RESPONSIBILITIES

As a Pou Tohu, Adviser, you will be comfortable in Te Ao Māori, and competent in te reo Māori. You will provide Te Ao Māori advice and guidance to the Pou Mataaho o Te Pae Huarewa, Deputy Chief Executive Māori and Manatū Taonga teams, enabling delivery of quality tikanga Māori and te reo Māori support. You will partner with others across the Ministry providing connections, insight and support that adds value to

Ministry operations. You will assist with the implementation of the Ministry's Te Arataki (Māori cultural) strategy.

You will use your initiative, skills and experience to contribute to developing policy, giving operational advice and lifting capability, paying particular attention to Māori competencies. You will assist in managing relationships across the Ministry, sector agencies and iwi/Māori.

NGĀ HONONGA | RELATIONSHIPS

You will work across all Manatū Taonga to ensure effective relationships are developed and maintained. This should be upheld through your interactions with other government agencies, cultural sector groups, key stakeholder, and the public for gathering information and developing advice. Manatū Taonga's views should be effectively represented while maintaining rapport and professional confidence

Ngā wheako me ngā tohu mātauranga | Experience and Qualifications

In addition to the skill requirements outlined at the end of the position description the following experience and qualifications are specifically required for this position:

- In-depth knowledge of Te Tiriti o Waitangi, its principles and obligations:
- An understanding of developments in the area of crown-Māori relationships
- A high degree of awareness of Te Ao Māori
- Competency in te reo Māori and tikanga Māori
- The ability to work with iwi/Māori stakeholders to achieve shared goals
- An awareness of the arts, culture and heritage sector
- Strong interpersonal skills and ability to work with stakeholders with varied perspectives and viewpoints.

Te tū angitu i roto i tēnei tūranga | Being successful in this role

You are able to manage a significant volume of routine work, and because it is second nature to you, you work at pace. Your detailed knowledge of foundational processes and approaches is solid, your advice is sound, and you are able to confidently draw on previous experiences to progress familiar work scenarios. You seek opportunities to learn new things and, with guidance, successfully deliver work which is both unfamiliar and a stretch.

Ngā āheinga me ngā kawatau | Capabilities and Expectations

Sometimes we may recruit for specific subject matter expertise or sector knowledge to ensure continuity of skills, knowledge and credibility across Manatū Taonga in the public sector, culture and heritage sector, and te ao Māori. We may also recruit to encourage a diverse workforce that reflects New Zealand communities. Regardless of your area of focus, knowledge and background, the underlying skills and capabilities you bring to Manatū Taonga at this level are comparable with other Advisers or others at similar level.

We focus on four key leadership capability areas. Below we've summarised what we expect from you, so that you contribute to Manatū Taonga's direction, stewardship, talent development and achievements. It's not an exhaustive list.

Te Whakahaere o te Tuku | Delivery Management

We want you to do things like this:

1. Can be relied upon to consistently deliver routine work accurately, and independently
2. Understand the context of your work within the wider organisation
3. He hononga tangata: With support from others, know how to connect the New Zealand public and Māori culture in designing and developing work
4. Think about diverse communities when developing and shaping work
5. Confidently lead work, where you have greatest depth of knowledge, to a successful conclusion. Know when to ask questions or seek clarification
6. With support, successfully navigate through work that has some degree of ambiguity or requires problem resolution
7. Contribute to the wider team effort using your knowledge of process and risk to provide sound advice
8. Manage your workload and work-life balance, being flexible in your approach as you juggle priorities and competing demands for yourself and others

Te Whakahaere Parapara | Talent Management

We want you to do things like this:

1. Participate constructively in Manatū Taonga's coaching for success programme. Take responsibility for identifying 'stretch' goals and for meeting agreed delivery and development commitments reflecting Manatū Taonga's values
2. He ngākau titikaha: Build confidence and capability in te reo, tikanga and the Treaty of Waitangi. Explore opportunities to practice with others in a safe environment.
3. Develop and improve your own performance standards, and work collaboratively with others to improve team performance
4. Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working
5. Take every opportunity to learn, and be ready to learn from others
6. Be ready to adapt and take the initiative, stepping in if you see help is needed beyond your own area of work

Te Hautūtanga ā-Pūnaha | Systems Leadership

We want you to do things like this:

1. He hononga Tiriti: Understand how Manatū Toanga is engaging with our Treaty partners and why this is important. Work with others to apply this to your work.
2. Build and maintain connections with key people across the organisation, and build awareness of external networks
3. See how your work connects with and supports the wider organisation
4. Think about work from a system perspective. Initiate critique, discussion and generation of ideas about how work could be enhanced
5. Present work to broad internal audiences, framing a position clearly, understanding the user's perspective, and capturing feedback
6. Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things

Hautūtanga Rautaki | Strategic Leadership

We want you to do things like this:

1. Understand the strategic context for your work, the team's work, and more broadly across the organisation
2. Participate constructively in discussions about the team's plan in relation to Manatū Taonga's direction
3. Be able to discuss credibly with internal audiences how your work is connected to the strategic direction
4. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
5. Contribute to the discussion about how we position ourselves to deliver to diverse New Zealand communities

Te āhua whaiaro | Personal character

Honest & open	Willing to be open and confident to share thoughts; sees the benefit in raising what may be perceived as difficult conversations
Curious	Show curiosity, flexibility, and openness in the way you approach your work
Self-aware & agile	Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; adapt well in a changing environment
Resilient	Show composure, grit, and a sense of perspective when the going gets tough

Ngā pūkenga – me matatau koe ki ēnei mea | Skills – what you must do well

- Communicate and engage well in person and in writing
- Pro-actively build and maintain effective working relationships
- Apply analytical 'know-how'
- Apply knowledge of te reo, tikanga and the Treaty of Waitangi, or have the willingness and commitment to learn
- Develop plans to implement pieces of work to a successful conclusion
- Use your judgement to prioritise work, think ahead and manage time effectively
- Be a self-starter who can operate independently as well as collaboratively