

# Pou Tohu Taonga Tūturu | Adviser Taonga Tūturu

Te Whakaaturanga Tūranga | Position Description



Ki te puāwai te ahurea, Ka ora te iwi | Culture is thriving, the people are well

He manatū iti, he mana whānui, he toronga whānui, he manawa nui anō hoki tēnei e karanga atu nei. Nau mai, tomo mai, kia rongo ai tāua i ngā tākirikiringa o te whatumanawa o tō tāua tuakiritanga ā-motu.

An invitation from a small ministry, with a broad mandate, a wide reach and a big heart. Come in, let us all get a sense of what speaks to the heart of our national identity.

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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 whaitake 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 hapori, 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.

## **Mō Te Hua | About Te Hua**

Te Hua, meaning fruit or product, is the name given to the delivery arm of Manatū Taonga. We are practitioners who work directly in the cultural system with a broad and deep knowledge of the sector, connecting communities across Aotearoa New Zealand. We seek to build enduring relationships with iwi/ Māori and other communities to help them tell their stories and safeguard their taonga. We share stories of Aotearoa New Zealand with public audiences in digital and other formats and through national commemorations. We care for tangible and intangible cultural heritage, including national monuments and symbols. We help others invest and care for cultural heritage through funding schemes and we form part of the international system for protecting and promoting culture.

## Aronga mahi | Work focus

Reporting Line	You work in Te Pae Māpuna in Te Hua, Delivery Group reporting to the Pou Arataki – Manager, Te Pae Māpuna
Direct Reports Accountability	Nil
Financial Accountability	Nil

## Te whāinga me te putanga | Purpose and outcome

This role supports Manatū Taonga to effectively administer our responsibilities under the Protected Objects Act 1975 relating to taonga tūturu and their care, custody, and treatment.

## Te horopaki me ngā kawenga | Context and responsibilities

As the Adviser Taonga Tūturu, you will be comfortable Te Ao Māori and with tikanga Māori. You will provide co-ordination and support to Manatū Taonga in our Māori Crown relationships, particularly in respect of taonga tūturu and other protected New Zealand objects. You will have an understanding of relevant legislation and policies.

You work in partnership with Māori, and in collaboration with the sector, government, and other external agencies, to enable the priorities and aspirations Māori have for their taonga tūturu, within our mandate.

## Ngā hononga | Relationships

You will work across all Manatū Taonga to ensure effective relationships are developed and maintained.

Externally, your work will include supporting our Senior Adviser to work with iwi and hapū aspirations for their taonga within the framework of the Protected Objects Act. You also support the work with archaeologists, museums, and whare taonga; with conservators and other suppliers; and with the Māori Land Court, to ensure the safe care of newly found taonga tūturu and to manage claims for their ownership.

## **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 its obligations
- An understanding of the context of and developments in Māori-Crown relationships
- A high degree of awareness of Te Ao Māori, and competency in tikanga Māori
- The ability to work with iwi/Māori stakeholders to achieve shared goals
- An understanding of the arts, culture, and heritage sector
- Strong interpersonal skills and ability to work with stakeholders with varied perspectives and viewpoints, including with multiple stakeholders at any one time
- Ability to build and maintain diverse networks of relationships internally and across sectors, understanding what drives others
- A relevant tertiary qualification, or equivalent experience
- Ideally at least three years' experience working with local or central government (or similar)

## **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 Senior Advisers.

We focus on four key leadership capability areas. Below we have 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. 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 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 and courageous**

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 and 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; help others maintain optimism and focus

## **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