

Pou Tohu Matua Taonga Tūturu | Senior 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.

As a Senior in Te Hua, you will contribute to setting the strategic direction and achieving longer-term outcomes for Te Hua and provide leadership within the Group. With an eye for detail, you can see how things will play out, how messages will be received, and can advise how to clear the path for ease of implementation. You lead a work programme and take the initiative when you see a gap. You enhance team and organisational performance in the way you engage within and across teams, and you demonstrate with ease the values and behaviours that create a positive work environment. You give confident and honest advice to decision-makers

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 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 Hua Delivery Group within Te Pae Māpuna reporting to the Manager, Te Pae Māpuna
Direct Reports Accountability	Nil
Financial Accountability	Nil

Te whāinga me te putanga | Purpose and outcome

This role is instrumental in setting the strategic direction and achieving longer-term outcomes for the Ministry. The role provides high quality and sound advice for significant legislation centered around Aotearoa New Zealand's heritage and taonga. Specifically, this role leads the administration of Manatū Taonga's responsibilities under the Protected Objects Act 1975 relating to taonga tūturu and their care, custody, and conservation treatment. It brings a strategic and systems view to the development of Manatū Taonga operational policy in respect of taonga tūturu and both contributes, and leads, on delivering complex Crown Māori projects focused on heritage and taonga work, creating positive outcomes and enduring relationships across Aotearoa.

Te horopaki me ngā kawenga | Context and responsibilities

In this role you will lead the Crown Māori relationships for Manatū Taonga in respect of taonga tūturu and other protected New Zealand objects. Using your sound understanding of relevant legislation and policies you will be confident that the Crown is fully meeting its obligations under the Act, with respect to care of, and claims for newly found taonga tūturu. 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.

Working as part of a team, you draw on your knowledge, analytic skills, and strong communication abilities to provide clear, accurate and well-reasoned advice to colleagues and executive leadership and Ministers. You will lead project delivery, procurement and contract management, and budget monitoring to oversee various partnership projects. You mentor and support colleagues to deliver projects and advice confidently, and to see decisions through to implementation. You manage multiple priorities, exercising judgement and advising Te Pou Arataki o Te Pae Māpuna and colleagues accordingly. You have a Te Ao Māori lens which you bring to all facets of this work programme, and to the related heritage issues with which Manatū Taonga engages.

You lead and support others within the team, group, and Ministry in identifying and delivering continuous improvement of our operational systems and procedures. You

represent Manatū Taonga confidently, with timely and sound judgment, to our partners and stakeholders and lead external engagement with integrity and assurance.

You can easily navigate government systems and processes and use your polished writing skills to prepare and peer review reports, briefing and Cabinet papers, and official correspondence.

Ngā hononga | Relationships

This is a critical relationship management role which requires significant sensitivity. Your ability to build and maintain relationships will have a significant impact on achieving the work programme.

You will build and maintain significant relationships with Māori and cultural sector groups (including senior leadership within these entities) and represent the Ministry in your engagement with them. You are able to navigate iwi and hapū aspirations for their taonga within the framework of the Protected Objects Act. You also work closely 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.

You work across Manatū Taonga, primarily with advisers and senior advisers in Te Hua and with Te Pae Ture | Legal and Te Pae Huarewa | Māori Capability and Engagement teams.

You work confidently alongside senior people from other public service agencies, cultural sector organisations and networks, and stakeholders. You are agile and assured when dealing and responding to the wide range of questions and issues arising in relation to the work programme.

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:

- A deep understanding of the principles of Te Tiriti o Waitangi and the history of Crown Māori relations in New Zealand, and its applicability to strategic partnerships with Māori
- A low intermediate level of te reo Māori comprehension, being comfortable in te Ao Māori spaces and places, understanding tikanga Māori, and working in partnership Māori (iwi, hapū, whānau). Fluency in Te Reo Māori would be a significant advantage

- Experience at a senior level in the processes of public sector process, and advising Chief Executives, Ministers, select/officials committees, and senior departmental representatives
- Experience working in, or a sound understanding of, the culture and heritage sector, particularly taonga Māori
- Experience working in, or a sound understanding of the public sector, particularly working with legislation, the court system, and an awareness of the political environment, processes, conventions, and ethical standards
- Sound understanding of government procurement rules and how they are applied through contract management, budget transparency and buying would be an advantage
- Experience leading and contributing to the development and delivery of multiple projects, including creating and operationalising regulatory processes, and experience leading engagement with stakeholders
- Solid understanding of the complexity and ambiguity of political and sector environments including the expectations and context within which external stakeholders operate
- A tertiary qualification in a culture or heritage-related discipline and/or equivalent work experience
- 5+ years' relevant or equivalent experience

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. Be that self-managing person who reliably seeks solutions and gets things done, knowing when to check in with your manager
2. Connect your work with others' work across Manatū Taonga and beyond, seeking opportunities to enhance what you or they do
3. He hononga tangata: Connect the New Zealand public, diverse communities, and Māori culture in designing and developing work
4. Develop evidence-based options, risks and recommendations and thorough implementation plans that delivers on what has been agreed
5. 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. Build talent across the organisation using a coaching approach. Encourage people to share knowledge and make the most of their strengths, respecting what each person brings to Manatū Taonga, and supporting a diverse and inclusive workplace
2. He ngākau titikaha: Build confidence and capability in te reo, tikanga and the Treaty of Waitangi, encouraging others to do the same

3. Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working
4. 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: Lead the engagement with our Treaty partners in a way that responds to interests of Māori communities and the Crown, and that delivers improved outcomes for them
2. Build and maintain connections with key people and organisations, extending our networks to diverse communities to enrich our work
3. Maintain and build supporting systems and processes that strengthen our relationships, ensuring what we develop is well informed, sustainable and collaborative
4. Present work to internal or external audiences, framing a position clearly and persuading effectively (in person or in writing), while acknowledging different perspectives and being prepared to find a collective middle ground
5. Represent Manatū Taonga's priorities well, using all opportunities to strengthen messages the government and Ministry wants to convey
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. Contribute to developing strategy, speaking up about challenges and opportunities you've identified in your work
2. Understand the strategic context for your work
3. He hononga Tiriti: Understand how the evolving Māori–Crown relationship and the Crown's Treaty obligations inform and shape your advice
4. Reflect the strategic intent in your work to make it real, and connect it to the work of others you work with
5. Discuss strategic context credibly with stakeholders and your team

Te āhua whaiaro | Personal character

Honest and courageous

Provide confident and honest advice to advance the longer-term best interests of all New Zealanders

Curious

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives

Self-aware and agile

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people; to 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 credibly in person and in writing
- Analyse information, contextualise and position work accordingly
- Coach and support colleagues, imparting knowledge in a way that ensures a positive work environment
- Apply knowledge of te reo, tikanga and the Treaty of Waitangi, or have the willingness and commitment to learn
- Develop detailed plans, leading and implementing pieces of work to a successful conclusion
- Use your judgement to prioritise work and manage time effectively
- Self-starter who can operate independently as well as collaboratively