

Tūranga Mahi / Position Description: *Māori Heritage and Research Specialist*

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health and safety of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the district. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:

Maori Heritage and Research Specialist

RANGATIRA - REPORTS TO:	Heritage and Research Lead
KĀHUI - GROUP:	Community Experience
TAUNGA MAHI - LOCATION:	Te Aka Mauri/Library
PŪTAKE - POSITION PURPOSE:	To assist in the preservation, management and promotion of heritage and research collections, with a focus on Māori collections and resources.
NGĀ WHAKARITENGA - DELEGATIONS	Direct reports: <ul style="list-style-type: none"> • Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	<ul style="list-style-type: none"> • Mayor and Elected Members • Te Tatau o te Arawa • CE’s Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	<ul style="list-style-type: none"> • Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Media and professional groups • Te Arawa Entities • Rotorua Community & Partnership

<p>NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:</p>	<ul style="list-style-type: none"> • Provide advice and guidance for customers, particularly those engaged in Māori research to ensure they benefit from library services and resources. • Support the development of heritage resources so they meet the current and future needs of the community, schools and researchers, primarily focussing on Māori specific resources. • Help preserve and make accessible a range of resources – books, archives, oral histories, digital assets, and content unique to Te Arawa – to assist the community to connect with our stories and their heritage. • Support the delivery of events, programmes and displays, which help to tell the stories of Rotorua and engage our community, both in-house and via outreach services. • Provide excellent customer-service to ensure positive experiences for researchers. • Contribute to the implementation of the library’s business plan. • Actively engage in expanding the knowledge, skills and expertise required for your role. <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i></p> <p>There will also be the annual delivery of agreed KPIs.</p>
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required</p> <ul style="list-style-type: none"> • Relevant tertiary qualification (Māori Cultural Studies/Tikanga Māori, Māori and Indigenous Studies, History), or equivalent experience (two-three years). • Experience sharing information in a range of formats. For example, kōrero, writing and offering one-on-one support. <p>Desirable</p> <ul style="list-style-type: none"> • Proficiency in Te Reo Māori • Library/archives qualification, or equivalent experience
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NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	<ul style="list-style-type: none">• Strong knowledge of Tikanga Māori• Understanding of Te Ao Māori and Kaupapa Māori frameworks• Knowledge of the tools and resources that will support Māori researchers• Experience in delivering user education for customers and staff• Experience with the Microsoft Office Suite. For example, Word, Excel and Teams• Experience presenting information in different formats (written, oral, and digital)• Well-developed interpersonal skills, including community engagement, teamwork and the ability to be flexible• Detail orientated and skilled in collections management and cataloguing, or an interest in developing these skills• Self-motivated with the ability to work unsupervised
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