



Position Description:

Kaihautū Whare Taonga o Te Arawa / Director Museum

Nāu te rourou, nāku te rourou ka ora ai te iwi
With your basket of knowledge, and my basket of knowledge, all will be well

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 70,000 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.

Our people are central to achieving our Vision 2030 and providing high quality community services that offer best value for money. And we are committed to building a high performing culture based on our **core values** of being *innovative, helpful, respectful, engaging and inspiring*. In addition to our values, there are **core competencies** required of all Council staff, being:

- *Performance Orientation*: A high performer consistently delivering performance outcomes
- *Solutions Focused*: Committed to customer-centred continuous improvement
- *Teamwork*: Contributes effectively within a team providing leadership where appropriate
- *Relationships*: Well-developed interpersonal, and relationship engagement and management skills
- *Collaboration*: Works collaboratively across teams and functions within a matrix organisation
- *Accountability*: Willingly takes accountability and engage in problem solving
- *Te Ao Maori*: Proficiency in te reo Māori me ōna tikanga appropriate to their role¹.

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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.

Our top priority is to ensure the health, safety and wellbeing 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, safety and wellbeing 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 e.g. activities to build bicultural capability, improve health and safety, or promote diversity.

The following pages provide the requirements of your specific position. In addition to these, you are also expected to be proactive in knowing and following Council policies and procedures.

¹ This is informed by our Bicultural Competency Framework, and staff are actively supported in gaining competency through our Te Haerenga programme.

TE ĀHUA O TE MAHI - POSITION SPECIFICATION

MAHI - POSITION:	Kaihautū Whare Taonga o Te Arawa - Director Museum
RANGATIRA - REPORTS TO:	Kaihautū Mahi Toi - Manager – Arts & Culture
KĀHUI - GROUP:	Operations
TAUNGA MAHI - LOCATION:	Museum
PŪTAKE - POSITION PURPOSE:	<p>This position is about providing leadership and direction for Te Whare Taonga o Te Arawa Rotorua Museum.</p> <p>It is an exciting time to be a leader in this space and our expectations are high. Through this role, we want a Whare Taonga o Te Arawa that:</p> <ul style="list-style-type: none"> • Has a core focus on Rotorua – our people, our place and where we fit in the wider world. • Has a relationship with Te Arawa based on mutual understanding and respect. A multi-layered relationship that provides a strong role in strategic planning and monitoring, in our operational decision-making, and in the delivery of our services. • Is dynamic, relevant and responsive to those issues that are important to our community and inspire conversations about them. • Looks after those things that are precious to our community, increases knowledge about them, and makes the collections and information more accessible. • Works more effectively outside the walls of our bathhouse building, connecting to more people in their communities and connecting more people to us – on marae, out in the wider community, and digitally. • Contributes strongly the Rotorua District as an important visitor destination and as a tourism business.
NGĀ WHAKARITENGA - DELEGATIONS	<ul style="list-style-type: none"> • Direct reports – TBC • Budget – TBC
NGĀ MAHI MATUA – KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Providing strategic leadership of Te Whare Taonga o Te Arawa • Development of the vibrant new museum experience to deliver those aspects outlined in the Position Purpose • Leading, managing and developing an outstanding team of staff • Building a partnership with Te Arawa and working closely with Te Pukenga Koeke o Te Whare Taonga o Te Arawa to ensure that the expectations and aspirations of whanau and hapu of Te Arawa in respect of their taonga in the care of the Museum are realised. • Working in close liaison with the Chair and Trustees of the Rotorua Museum Centennial Trust and with the Friends of Rotorua Museum on projects to improve and develop the fund raising initiatives for

	<p>various projects and build a vibrant member organisation to support the vision and objectives of the Museum.</p> <ul style="list-style-type: none"> • Actively growing, building, and utilising meaningful stakeholder networks and relationships locally, nationally and internationally • Preparation of reports for and attendance at meetings of Council • Monitoring risk associated with Museum activities and ensuring that risk is mitigated and managed in accordance with best practice. • Accountable for the safety and well-being of those persons under their control, the implementation of policy and procedures, and the effective management of Safety and Wellbeing within their area/s of responsibility. <p><i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i></p>
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

<p>NGĀ TOHU - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)</p>	<p>Required:</p> <ul style="list-style-type: none"> • A tertiary degree in an appropriate discipline such as Museum Studies, Business Management, Tourism Management, Marketing. • Leadership experience demonstrating vision and success in the Art, Culture and Heritage sectors or a visitor or service related industry would be an advantage. • Proven experience and capability to work authentically in a bi-cultural environment, with knowledge of tikanga and te reo • Management experience in large scale exhibition developments
<p>NGĀ PŪKENGA - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • Demonstrated strategic and innovative thinking, balanced with pragmatism and an ability to respond to ambiguity • Proven ability to work as part of an inspirational team and provide leadership and development, and provide clear vision, direction and inspiration • Excellent interpersonal communication skills and well-developed interpersonal and relationship engagement and management skills • A history of being a high performer who consistently delivers agreed performance outcomes and outputs • An ability to actively facilitate cross organisational and cross functional services and collaboration in a matrix structure • Ability to speak with authority and confidence in public. • Ability to develop a vision and strategic goals for the Museum and to communicate these to a wide range of audiences and stakeholders. • Ability to establish extensive personal networks within Council, with community leaders, with government agencies and political leaders, and with museum leaders in sector • Proven ability to successfully manage budgets and be accountable for significant resources.

**NGĀ UARATANGA -
VALUES:**

**Tatou Tatou – We Together
Kotahi Tatou – One Community – One Team**

WHY WE DO IT.....

We believe in empowering our people and providing them with the tools to create value and make a positive difference in their lives and the lives of others

HOW WE DO IT.....

We do this by working in partnership, making it simple and solutions focused

WHAT WE DO.....

We provide quality services for our community and people to prosper

OUR CORE VALUES – PEOPLE FIRST

RESPECTFUL: Integrity, Listening, Pride, Honesty, Empathy, Understanding, Considerate

HELPFUL: Approachable, Supportive, Collaborate, Go the extra mile, Proactive, Friendly, Caring, Guiding

ENGAGING: Communication, Connectivity, Partnership, Working Together, Inclusive, Supportive, Responsive

INSPIRING: Make a difference, Motivated, Take people with you, Encourage, Have pride in your work, Be proactive, Energised

INNOVATIVE: Find solutions, Progressive, Continuous improvement, Empowered

BICULTURAL: Willingness to learn and understand the Māori worldview, consideration, leading by example, sharing experiences