

Job description

Title	Heritage Specialist
Number	
Group	Regulatory & Community Services
Division	Community Hubs, Arts, Heritage & Events
Reports to	Team Leader: Heritage & Research
Direct reports	No direct reports
Date	December 2025

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

Job purpose

The primary purpose of this role is to collect, preserve, make accessible and promote the taonga/history of Tauranga Moana to engage our communities so we can connect our people, our past, our place.

Key outcomes

The Heritage and Research Collections preserve the documentary evidence of our history accurately.	<ul style="list-style-type: none"> • Develop, manage and preserve the heritage and research collections, keeping abreast of developments in heritage sector curation and preservation standards. • Monitor current heritage collection use to understand community needs and to optimize future collection use. • Promote the public use of the collections through a variety of channels and activities including online engagement, displays, readers' advisory, public events, community engagement and communications.
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Here to make Tauranga better

WHANAKE TE TAI

<p>Library users experience a high level of customer service and access the collection with ease.</p>	<ul style="list-style-type: none"> • Ensure convenient access to the heritage and research collections by description, arrangement and digitisation of the collections. • Train library staff and customers in the use of tools and resources to efficiently and effectively navigate the heritage and research collections. • Provide in-depth research assistance (in person and through all other channels) to customers on accessing and retrieving information from the heritage and research collections, digital library and external information sources. • Ensure consistency of service, professionalism and display initiative to resolve customer queries with solution focused responses from the first point of contact using customer service principles.
<p>The service the library provides betters the community.</p>	<ul style="list-style-type: none"> • Contribute to the successful delivery of library services through active and constructive participation in the Library Team. • Display and encourage customer-focussed behaviour consistent with the relevant Customer Experience Strategy.

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

Essential
<ul style="list-style-type: none"> • Bachelor's degree, preferably in History, Māori Studies, Information & Library Studies or equivalent. • Proven experience in heritage collection management and expertise in heritage, copyright and privacy legislation.

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections