

Position Description

Title:	Curator, Botany	Reports To:	Head of Natural Sciences
Directorate:	Collections & Research – Natural Sciences	Direct Reports:	Nil
Status:	Permanent 1.0 FTE	Date:	January 2023

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand’s largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand’s oldest research institution, an education facility, and a major tourism destination. We employ approximately 280 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

The role will provide a high level of curatorial expertise in regional botanical biodiversity directed towards collection development, promotion of collection access, generating research outputs, the development of exhibitions and public programmes, and responding to enquiries for the Auckland War Memorial Museum.

The Curator of Botany will be an important contributor to the delivery of the objectives of the museum’s [Research Strategy](#), Collection Development Plan, and to the Natural Sciences team’s delivery on the [Five Year Strategic Plan](#) and [Annual Plan](#) of Auckland Museum.

Auckland Museum holds one of New Zealand’s major biodiversity collections and our curators deliver high quality research outputs on the biodiversity of Aotearoa and the regional Pacific. Museum curators influence the reputation and integrity of the museum through scholarship and collection development. The Curator of Botany will bring existing and develop new research relationships, and will continue to raise the profile and relevance of the herbarium to a range of users and stakeholders.

Accountabilities

Key Tasks:	Key Activities:
Access and Engagement	<ul style="list-style-type: none"> Proactively engage with researchers and other parties, and support access to the herbarium collection.

	<ul style="list-style-type: none"> • Advocate for, and draw wider attention to, significant collections within the herbarium. • Communicate the results of research through publications, conferences and presentations. • Communicate to diverse audiences including specialists and the broader community through the museum's public programmes, exhibitions, online and through media channels. • Contribute to exhibition development in areas of subject expertise and collections knowledge. • Support access to and interaction with collections for students and researchers, and community stakeholders. • Promptly and accurately respond to professional and public enquiries. • Provide professional advice on loan approvals for research and exhibitions. • Provide expert advice within the museum to ensure compliance with relevant legislation and conventions (e.g. Protected Objects Act 1975, Biosecurity Act 1993, CITES and UNESCO Conventions).
Collection Development	<ul style="list-style-type: none"> • Strategic development of the herbarium collection and submit acquisition proposals to the Collection Development Committee. • Lead the development of the Collection Development Plan and the Annual Collecting Plan for the botany collection. • Enhance collection records and improve collection data quality to support digital access to collections, increasing their relevance to existing and new audiences. • Provide oversight and advice to the Collection Manager of Botany in botanical classification and taxonomy, consistent with the ICBN. • Ensure that field collections comply with permit conditions of iwi, private landowners and government agencies.
Research	<ul style="list-style-type: none"> • Undertake and develop an active research programme in botany that adds to knowledge of the collections, contributes to research outputs, and enhances the museum's national and international profile. • Collaborate with both internal and external research partners in research activity that may cross disciplinary boundaries, including incorporation of Mātauranga Māori. • Provide oversight and guidance to staff, postgraduate students and volunteers undertaking relevant research projects.
Professional Collaborations	<ul style="list-style-type: none"> • Develop and maintain internal collaborative relationships, especially with curatorial, conservation, exhibition and marketing teams when necessary. • Develop external collaborative relationships, in particular with other collecting institutions and researchers, central and local government agencies, and iwi partners.
External Funding	<ul style="list-style-type: none"> • Apply for and secure external funding to support research and collection development projects in alignment with the objectives of the Research Strategy, Collection Development Plan and Five-Year Plan.
Professional Standards	<ul style="list-style-type: none"> • Regularly communicate with the Head of Natural Sciences to ensure a sustainable workload is maintained.

	<ul style="list-style-type: none"> • Ensure ethical and safe work practices within the museum and when undertaking offsite work activities. • Comply with Auckland War Memorial Museum's governance and operational policies, and with relevant legislation and regulations.
Other Duties	<ul style="list-style-type: none"> • Other duties not specifically mentioned in this document will be required to meet institutional objectives, but these will be within the capacity and experience normally expected from persons occupying a position at this classification level.

Important Relationships	
External:	Research collaborators and visiting researchers; Biodiversity collections and research institutions nationally and internationally; Iwi and relevant government authorities.
Internal:	Head of Natural Sciences; Natural Sciences Curators; Natural Sciences Collection Managers and Technicians; Collection Care team; Exhibitions and Public Programmes teams; Communications and Marketing team.

Our Expectations of our People	
Ensure a healthy and safe work environment	
<ul style="list-style-type: none"> • Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others. • Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way. • Understands and adheres to emergency and evacuation procedures. • Speaks up about health and safety matters that could affect them or their workmates • Actively participates in hazard identification and reporting • Makes suggestions on how to improve health and safety at work. 	
Cultural awareness	
<ul style="list-style-type: none"> • Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā); • Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum. • Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum. 	
Digital capability	
<ul style="list-style-type: none"> • Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum 	

workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Korahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required

Generosity

- Displays goodwill towards colleagues and assumes the best of them, letting it go with mistakes are made and giving people another chance.

Customer Centred

- Is always ready to share with and help others, even if they need to go out of their way.

Resilience and Optimism

- Doesn't give up when faced with challenges; remains realistic, and hopeful.

Connected

- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.

Respectful

- Is committed to divesting themselves of colonial views and interpretations of people and taonga, values indigenous work views and knowledge.

Accountable

- Holds themselves accountable for their performance, is open to feedback and asks for it.

Inclusive

- Respects that people are free to be themselves and express their identities.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Creativity (Curiosity)

- Engages deeply in their work, generates new ideas and shares those ideas with others.
- Broadens their networks to those who think differently but have the same goal.

Peer Relationships (Connected to each other)

- Acts to create sustainable relationships with teams and communities so that they are meaningful and reciprocal.
- Can quickly find common ground and solve problems collaboratively; is solutions focused.
- Exemplifies a mahi tahi approach and cooperates with others to benefit the whole.
- Acknowledges and behaves with the principles of reciprocity, balance, respect and mutual trust in relationships.
- Takes responsibility for words and actions and the impact that they have on others.
- Develops positive and trusting relationships with people characterised by openness and integrity.

Perseverance (Resilience & Optimism)

- Doesn't give up when faced with challenges; remains realistic and hopeful, even when things seem to be going wrong.
- Takes care of themselves by paying attention to their needs and feelings; keeps mind and body primed to deal with situations that require resilience.

Problem Solving (Curiosity)

- Demonstrates continuous improvement in their role.
- Approaches the unknown with curiosity rather than judgment.
- Is committed to solving problems and is willing to persevere until they do; is solution focused.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Postgraduate qualifications (PhD) or equivalent experience in a field relevant for a Curator of Botany.
- Evidence of strong networks with research and professional communities locally, nationally and internationally.
- Active research programme in botany that is relevant to the Auckland region and adjacent regions of New Zealand and the South Pacific.
- Experience in managing projects relating to fieldwork or scientific research.
- Demonstrated understanding of and commitment to botany collections, their scientific and interpretive value, and as a core resource for museum activities.

- Demonstrated experience and extensive knowledge of working with botany collections.
- Demonstrated knowledge of best practice in collection development of botany collections.
- Demonstrated experience in contributing to the development of public programmes and exhibitions.
- Understanding of kaitiakitanga and manākitanga; these are core values of staff at the Auckland Museum.
- Awareness of Mātauranga Māori as a structure of knowledge about the relationships of people and the environment.
- Knowledge of statutory and legislative requirements relating to botanical collections in New Zealand.
- Evidence of ability to work collaboratively and in cross-functional teams as either a member or leader of the team.
- Demonstrated experience in and commitment to ethical and safe work practices.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of the museum.

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Must have proven excellent verbal and written communication skills, along with strong planning and time management skills.
- A collaborative approach and excellent interpersonal skills will be essential in dealing with diverse groups including the public, iwi and whanau, researchers, museum project teams, and across all tiers of the museum.
- Ability to manage multiple projects simultaneously and complete projects to meet deadlines.
- The performance and behaviour of curators within and outside of the museum influences the perception and reputation of the museum. Curators are expected to be proactive, professional and positive in all communications.
- Understanding of the principles and practice of the Treaty of Waitangi, and the implications of this for the work of the museum.
- Must be able to work flexible hours, including evenings, holidays and/or weekends.

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