

Evidence and Insights Analyst Position Description



Our Vision

Vision: *All Tairāwhiti Whānau Are Flourishing*

Purpose: *Too many families in Tairāwhiti are living in crisis, and passing that crisis on to their children and mokopuna.*

Manaaki Tairāwhiti will therefore realise demonstrable improvement to social sector effectiveness in Tairāwhiti so that all whānau lead safe and well lives in their communities.

Position	Evidence and Insights Analyst
Location	Gisborne
Reports To	Strategic Advisor
Type of Position	Full time – 36 hours per week Fixed Term 2 years

VALUES DRIVEN - OUTCOME FOCUSED

- **Whānau Ora** – we remove barriers to whānau having their needs met and work with them to co-design the support they need. Their needs come first. Their strengths lead the way.
- **Transformative** – Transforming lives through transforming support and services. Championing problem solving, innovation and ingenuity.
- **Committed, Connected and Aspirational**– Manaaki Tairāwhiti members are accountable and committed to the same vision, providing joined up service, sharing learning and information and making a real difference. We aspire to be agile, nimble and successful.
- **Pono me Tika** - Honest and trust based relationships underpin our work with whānau and between ourselves

Outcomes

Organisational values are role modelled and incorporated into daily work practices

Organisational values are demonstrated and consistently practiced within the organisation and through all external relationships.

Organisational values and behaviours are role modelled and incorporated into daily work practices.

Manaaki Tairāwhiti is a Place Based Initiative (PBI) created in 2016 as a collaborative venture to improve whānau experiences of Social Services. Whānau Ora and Whānau Led is our Kaupapa. Our vision is one where Tairāwhiti whānau flourish and have less need for social service support. Manaaki Tairāwhiti has many strengths and these form the foundations on which Manaaki Tairāwhiti is being built:

- High levels of current collaboration to build upon
- Sense of common purpose fuelled by adversity and success
- Strong aspirations and a willingness to challenge and innovate

POSITION OBJECTIVE:

The role of the Evidence and Insights Analyst is to lead the co-design of policy and provide policy analysis and advice on a range of issues impacting on Manaaki Tairāwhiti. The Evidence and Insights Analyst will work collaboratively across the social sector and justice sector, leading inter-agency policy projects and managing cross-sector consultation on Manaaki Tairāwhiti' policy projects. You will support and mentor staff within the Te Rito team to help develop policy capability within Manaaki Tairāwhiti.

KEY RELATIONSHIPS:

INTERNAL	EXTERNAL
Manaaki Tairāwhiti staff and contractors	Social development Agencies in Tairāwhiti and Nationally
Manaaki Tairāwhiti Board members and their colleagues and staff	NGOs active in social development
	Trust Tairāwhiti staff

AUTHORITIES: TBA

KEY ACHIEVEMENT AREAS

Identifying, researching and analysing evidence from the Manaaki Tairāwhiti test and learn projects along with implementing evaluation and data collation methods, seeking input from internal and external stakeholders as appropriate.

Managing approved policy recommendation projects

Formulating policy options that consider international best practice and learnings from Manaaki Tairāwhiti work

Contributing to implementation planning with internal and external stakeholders within Manaaki Tairāwhiti

Providing policy advice to internal decision-makers, including the Governance Group, as well as internal and external stakeholders within Manaaki Tairāwhiti

Identifying and actioning social sector system improvements and sharing lessons back to the wider social sector system

Producing letters to Ministers, Cabinet papers, briefing notes, background reports and discussion papers

Providing a Manaaki Tairāwhiti perspective on policy and legislative proposals made by other agencies

Maintaining an extensive network of colleagues across the social development sector

All of the information provided in this document is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned.

PERSON SPECIFICATIONS:

Qualifications/Knowledge

- Extensive Experience as a writer and analyst of policies and plans
- Proven project and budget management skills
- Strong networks across Tairāwhiti including with iwi, hapū and whānau

Knowledge, Skills and Experience

- An advanced ability to define problems and to apply creativity, logic and a variety of frameworks to the development of policy options
- An advanced understanding of the trade-offs, risks and competing priorities that are common to policymaking
- The ability to produce analysis informed by the key issues and emerging trends in social policy and the justice system
- A proven ability to develop policy advice that advances Manaaki Tairāwhiti's strategic goals and priorities
- In-depth knowledge of the economic, political, social and cultural context in which Manaaki Tairāwhiti and other key stakeholders operate (iwi, NGO's, partner agencies)
- An advanced understanding of how relevant governing legislation and international treaty obligations relate to policy development
- Proven experience in leading large-scale policy projects, with multiple deliverables
- Proven capacity as a thought leader who supports others to develop their knowledge of social policy and justice sector issues
- A demonstrated ability to coach and mentor staff and workforce personnel with a clear understanding of the skills and attributes that need to be cultivated at different levels
- The ability to express complex thoughts and ideas, both verbally and in writing, using language appropriate to the audience
- An advanced ability to tailor quantitative and qualitative information to a specific audience
- A proven ability to influence decision-makers across in order to achieve objectives, especially where consensus-building is essential to the success of a project
- A proven ability to work in a collaborative and constructive way in a multi-faceted environment, and to forge good working relationships with policy staff in relevant agencies

OPERATIONAL COMPETENCIES

- You understand the complexities of cost, time and quality, and can manage this to achieve client satisfaction.
- You understand and apply the tools, knowledge and techniques for managing projects effectively

- Organisational and planning skills
- Communication, people and networking skills
- Research, information gathering and monitoring skills
- Problem analysis and solving skills
- Sound judgement and decision making ability

ORGANISATIONAL COMPETENCIES:

- Demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's purpose
- Perform all key accountabilities outlined above in accordance with the strategic direction, mission, policies and procedures of the organisation
- Actively participate in performance management strategies that align with the goals and strategic direction of the organisation
- Commit to ensure that all practicable steps are taken to guarantee the health and safety of themselves and others in the workplace
- Ownership of opportunities and issues, finding solutions and initiative to make things happen
- Being flexible, innovative and open to continuous learning in a changing environment