# Analyst, Insights

The Insights Group helps decision makers and advisors across the social sector by making insights, analysis and research about what works for better lives accessible, timely and relevant. We’re a new multi-disciplinary team with expertise across strategy, policy advice, analysis, research, and/or evaluation.

We produce advice that has:

* Breadth – it understands how issues are connected and can position them within a broader context
* Depth – it is pragmatically grounded in evidence
* Reach – it shows how a set of circumstances or a decision will develop over time

The purpose of the position is to apply an evidence based and data-driven approach to developing insights to inform social policy and service delivery.

**Team & Location:** Insights Team, Wellington

 **Reporting to:** Director, Insights

**Delegations:** Nil

### What we do matters – our purpose

***Investing in what works for better lives***

A singular focus on what works to improve decision making and create positive change.

### How we do things around here – our values

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| **Tangata**We’re about peopleC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 10 - Family Image Tangata.pngPeople will do better, sooner and for longer, when the social system works in partnership, acting on better evidence to develop and deliver services. | **Manawa Māui**We are a catalyst for changeC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 11 - Lighting Bolt Manawa Maui.pngWe challenge the status quo constructively and seek better ways of doing things. We help create change to improve lives through different approaches. | **Taunakitanga**We influence through evidenceC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 14 - Whiteboard Image Taunakitanga.pngWe use evidence to influence positive change for New Zealanders. | **Puaretanga**We’re transparent by natureC:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 13 - Beehive Puaretanga.pngWe will share what we’re doing, how we’re doing it, and what we learn. |

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| What you will do to contribute | As a result we will see |
| Insights & Analysis* Translate analytical information for non-technical audiences in a compelling way.
* Synthesise existing literature to provide key insights on particular social issues.
* In collaboration with the rest of the Insights group, make a case for change based on analytical results, research and evaluation findings.
* Derive actionable insights from analytics produced by Analytics team.
* Work with the Analytics team on data-driven research and insights.
* Provide information, advice and support that helps the social system to apply social wellbeing with confidence.
* Ensures work is peer reviewed and feedback incorporated to lift the quality of advice.
* Take account of the perspectives and circumstances of Māori.
 | * Well-articulated, sound insights provided to non-technical audiences to enable good decision making.
* Insights create a strong case for change.
* Own work programme is successfully developed and delivered.
* Knowledge and information is easily available to the team.
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| Stakeholder Management* Build and maintain effective relationships/partnerships.
* Work across the social sector in order to co-ordinate activity for the Social Investment Agency.
 | * Across government agencies and the wider social sector there is a sense of being ‘joined up’.
* The social sector is engaged with the work of SIA.
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| Risk Management* Actively identify and manage organisational and operational risks.
* Ensure that analysis, data and information supplied is accurate and verified.
 | * Role level risks are identified and managed appropriately.
* Independent assurance that SIA is operating and accounting for performance in an appropriate and transparent manner.
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| Health & Safety* Take responsibility for meeting the SIA’s obligations in workplace health and safety.
 | * Observing the SIA’s Health & Safety procedures.
* Participating in health and safety initiatives and training where appropriate.
* Providing suggestions for improvement of health and safety.
* Reporting incidents and hazards promptly.
* Know what to do in the event of an emergency.
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| Who you will work with to get the job done | Advise | Collaborate with | Influence | Inform | Manage/ Lead | Deliver to |
| Internal | Chief Executive and SIA Leadership Team |  |  |  | **✓** |  | **✓** |
| Manager and team |  | **✓** |  | **✓** |  | **✓** |
| All other people employed/engaged in the Social Investment Agency |  | **✓** |  | **✓** |  | **✓** |
| External | Social Sector Government agencies  |  | **✓** | **✓** |  |  | **✓** |
| Ministers |  |  |  |  |  | **✓** |
| Non-governmental organisations and private sector providers of front-line social services, analytics, data, policy advice, insights and research |  | **✓** | **✓** |  |  | **✓** |
| Academics and research organisations. |  | **✓** |  |  |  |  |

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| What you will bring specifically |
| **Experience & Knowledge*** Experience in providing policy development advice and analytics and / or research and evaluation.
* Experience translating technical or analytical information and working with data specialists.
* Written and visual communication skills and an ability to translate technical or analytical information for a non-technical audience.
* Understanding of machinery of government.
* Confidence in working with numbers
* Knowledge of one or more areas of social policy an advantage but we welcome candidates with expertise in other areas and a strong interest in the social sector.
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| **Characteristics*** Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
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| **Capabilities*** Implements strategy - aligns their work with strategic objectives and SIA’s vision.
* Communicates clearly - tailors messages so that they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance - suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds internal relationships - contributes to their team and works collaboratively with others across the organisation and takes an organisation-wide view. Builds external relationships - interacts effectively with customers and other external stakeholders.
* Inclusive - Welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness - displays an understanding of the essentials of how the government and public sector work; and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities - plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others - share own experiences and learning’s and demonstrate and teach specific technical skills.
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| **Other requirements*** Relevant tertiary qualification or equivalent experience.
* Willing to take on responsibilities (within limits) outside the prescribed position description.
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