

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Research and Analytics Designer
Group:	Policy and Organisational Strategy
Reports to:	Manager Analytics & Investment
Location:	National Office, Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The Policy and Organisational Strategy Group guides Oranga Tamariki performance, outcomes and investment focus to ensure better outcomes are delivered for children and young people.

The purpose of the Research and Analytics Designer role is to contribute to the organisation's approach to visualising and communicating data, research and policy concepts and findings. The Research and Analytics Designer will be responsible for ensuring we are achieving maximum impact and communication of messages, and that Oranga Tamariki and broader sector operations are able to understand, learn from, and operationalise the work of the team and broader Policy and Organisational Strategy group.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Information and Graphic Design	<ul style="list-style-type: none">- Working closely with the Evidence Centre and the business:<ul style="list-style-type: none">o Determine the message the design should portrayo Create visual concepts and images that identify a service or convey a messageo Develop graphics and roadmaps for service illustrations and approacheso Select colours, images, text style, and layouto Consider the most appropriate language to achieve the desired result- Working closely with the Project Lead develop material and concepts that are compelling, engaging and persuasive- Gather information from users, Project Lead and managers to improve the quality of the information and graphic design produced.
Data Visualisation	<ul style="list-style-type: none">- Design compelling, accurate, and engaging data visualisations that organise statistics, research, child-centred design process and other information into a cohesive story for a variety of media (digital, mobile, and print) and distribution channels- Develop and maintain data visualisation templates and materials.- Respond to a wide variety of requests to create engaging graphics to communicate complicated concepts- Provide project specific specialist support
Brand application and management	<ul style="list-style-type: none">- Own the application of the Evidence Centre brand assets- Ensure consistency in presentation and materials across the Evidence Centre- Ensure we maintain tight alignment with the Communications and Engagement team and operate consistently with the broader Oranga Tamariki brand identity
Relationship Building	<ul style="list-style-type: none">- Develop and maintain effective internal relationships within the Evidence Centre, the business, including other communications

Key Result area	Key Accountabilities
	<p>staff and other key stakeholders as appropriate</p> <ul style="list-style-type: none"> - Work with the Advisor Research, Translation and Dissemination on maintaining an archive of accessible research and information materials, including on the Oranga Tamariki website and intranet. - Implement effective communication processes to ensure that information flows freely - Coordinate with and actively support members of the Evidence Centre by seeking out opportunities to assist them.
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Actively and positively participate as a member of the team - Proactively look for opportunities to improve the operations of Oranga Tamariki - From time to time, you may be required to perform other reasonable duties as requested by your manager - Comply with and support all health and safety policies, guidelines and initiatives - Ensure all incidents, injuries and near misses are reported into our H&S reporting tool - Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known - Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct - Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> - Evidence Centre Team - Communications and Engagement Team - Policy Team - Other Oranga Tamariki staff
External	<ul style="list-style-type: none"> - Child Wellbeing Unit

QUALIFICATIONS & EXPERIENCE

Qualifications	<ul style="list-style-type: none"> - A relevant tertiary qualification
Experience	<ul style="list-style-type: none"> - Significant experience using design software (particularly Adobe InDesign and Illustrator), Microsoft Office. - Experience in a busy, deadline driven environment is preferable - Experience creating content from data applications that supports information is essential.

Skills

- The ability to listen to complex ideas and distil them into easy to understand concepts
 - Works effectively as part of a team, takes direction well and delivers solution with minimal oversight
 - Has the ability to synthesis a range of ideas, views and concepts to create a cohesive, simple “picture” that connects to the intended audience in ways that work for them.
 - Very motivated to produce high quality work
 - Able to manage multiple projects simultaneously
 - Works within fixed delivery deadlines to deliver quality work
 - Able to perform under pressure and meet tight deadlines
 - Excellent verbal and written communication and presentation skills
 - Sound risk assessment, and risk mitigation ability
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