# 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 people  C:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 10 - Family Image Tangata.png  People 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 change  C:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 11 - Lighting Bolt Manawa Maui.png  We 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 evidence  C:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 14 - Whiteboard Image Taunakitanga.png  We use evidence to  influence positive change for New Zealanders. | **Puaretanga**  We’re transparent by nature  C:\Users\palco001\Objective\objective.ssi.govt.nz-8000-palco001\Objects\Asset 13 - Beehive Puaretanga.png  We 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. |
| 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. |
| 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. |
| 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. |
| **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. |
| **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. |
| **Other requirements**   * Relevant tertiary qualification or equivalent experience. * Willing to take on responsibilities (within limits) outside the prescribed position description. |