# Graduate 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.
* Contribute to the work of the Insights Group to derive actionable insights from analytics produced by Analytics team.
* Work with the Analytics team on data-driven research and insights.
* Contribute to the provision of 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*** Bachelor’s level degree or higher
* Ability to research, analyse and synthesize information accurately.
* Written and visual communication skills and an ability to translate technical or analytical information for a non-technical audience.
* A strong interest in the development and implementation of government policy and processes
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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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