



RESEARCH AND EVALUATION LEAD

JOB DESCRIPTION

BUSINESS UNIT	SPORT DEVELOPMENT
REPORTS TO	Active Communities Manager
LOCATION	Sport Whanganui Office
HOURS OF WORK	Full time (40 hours)
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • C.E.O • General Manager • Active Communities Manager • Business Manager • Active Communities Team • Sports House partners • Council's
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • National, regional, and local sport organisations

- Regional schools
- Regional stakeholders, sponsors and partners
- Sport New Zealand
- Other RST Insight and Evaluation Leads

ABOUT SPORT WHANGANUI

Sport Whanganui are a Charitable Trust governed by a board of trustees and managed by a Chief Executive Officer. As one of 13 Regional Sports Trusts (RST) nationally servicing our geographical area of Rangitikei, Ruapehu and Whanganui. Sport Whanganui are funded through regional contracts (Sport NZ, MoH) as well as securing sponsorship and funding applications.

Sport Whanganui’s Vision: *Active, Healthy, and connected communities.*

Sport Whanganui’s Purpose: *To activate, connect and strengthen our communities to support and enhance their health and wellbeing.*

Sport Whanganui’s Strategic Outcomes:

1. **Activate the Future / Whakahohe** –NEW REACH, NEW MODES, NEW PLACES. Support our communities to try new things, in new ways, by creating new opportunities and partnerships across our region.
2. **Strengthen the Core / Whakapakari** – ACTIVE FOR LIFE, SUPPORTING OUR FOUNDATION. Empower our community to think differently and create a strong future that supports people to be active, healthy and connected.
3. **Connect our Community / Hononga** – STRONG RELATIONSHIPS AND PARTNERSHIPS, DIVERSITY AND REPRESENTATION. As our diverse communities continue to change, we will build meaningful relationships and partner with people and organisations to extend our reach and impact.

PURPOSE OF ROLE

The Research and Evaluation Lead (REL) is the in-house specialist responsible for the development and delivery of the organisation's insights and evaluation work programme.

The purpose of the research and evaluation programme is to consistently use evidence to influence decision making at multiple levels of our organisation. This is to ensure that there is a strong base of evidence to inform and meet strategic direction as well as continuously improve practice and demonstrate impact.

STRUCTURE

The Research and Evaluation Lead sits within the Active Communities Team. The position reports directly to the Active Communities Manager who will supervise the overall work program in partnership with the General Manager.

KEY AREAS OF RESPONSIBILITY

Contributing to organisational effectiveness

- Work with the leadership team to embed a research and evaluative culture across the RST and wider sector.
- Influence decision making through actively using evidence to:
 - Provide insight on participation and participants
 - Inform and contribute to the development of strategies and plans
- Educate and support internal staff to implement an insights and evaluation approach.
- Implement the use of research and evaluative systems and tools to ensure evidence is:
 - Used to inform decisions
 - Captured to improve and refine practice
- Effectively communicate evidence and findings through multiple channels to initiate action:
 - Internally to improve and refine delivery of programmes and initiatives
 - Externally to influence partners and stakeholder to improve the play, active recreation and sporting sector
- Coordinate a process of regular review of initiatives alongside relevant staff and senior management. Ensure insights and evaluation are taken into consideration when planning,

reporting and assessing impact.

- Ensure insights and evaluation activities are done in a culturally competent manner.

Research and Analytics

- Use multiple sources of information and analysis to gain a deeper understanding of participant groups and factors that contribute to their participation.
- Develop methods to gather multiple sources of information to better understand the changing demands of the participant/non-participant within local contexts.
- Produce publications, presentations and briefing papers designed to inform relevant key groups.

Evaluation Management

- Ensure an appropriate evaluation framework is in place that enables ongoing learning and improvement.
- Establish and manage evaluation projects within the RST work programme.
- Ensure that data is being collected accurately, analysed appropriately and interpreted to provide quality, useful and timely information.
- Support the use of evidence that is collected to improve and refine programmes and initiatives and to demonstrate impact.

Relationship Management

- Build effective relationships with other leads and teams in and across the network to identify opportunities for learning and collaboration.
- Contribute to the wider insights and evaluation capability programme such as regular attendance at workshops with other IELs and partners.

PERSON SPECIFICATIONS

- Tertiary qualifications in relevant discipline
- Excellent relationship management skills; effective in managing these internally, externally, and across all levels of the organisation.
- Competent in understanding and translating various forms of research, information and insights.
- A practical understanding of evaluation methods and practices.
- Experience in managing and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results.
- Strong analytical and problem-solving skills.
- Highly developed verbal and written communications skills, with the ability to relate to a wide range of people across a span of situations.
- Competent working with electronic systems and tools.
- High natural motivation and able to adapt skills in a wide variety of ways according to the situation.
- Excellent data interpretation skills.
- Knowledge of, and commitment to, the Treaty of Waitangi.
- IT strength would be an advantage

SPORT WHANGANUI TEAM

1. Actively and positively participate as a member of the team, supporting the philosophy and culture of sport Whanganui and commit to continued personal and professional development.
2. Proactively look for opportunities to improve the operations of Sport Whanganui and collaborate with others.
3. Perform any other duties as needed and support other Sport Whanganui initiatives.
4. Comply with and support all and health and safety policies, guidelines and initiatives.

5. Adhere to all Sport Whanganui procedures, policies, guidelines, and standards of integrity and conduct.
6. Demonstrate a commitment to respect for the Treaty of Waitangi and incorporate these into your work.
7. Provide on-going information and success stories to Sport Whanganui and key stakeholders on progress against outcomes.