



POSITION DESCRIPTION | TE WHAKAATURANGA MAHI

NGĀ TAIPITOPITO TŪRANGA | Position Details

Position Title	Research and System Analyst
Business Unit	Te Rau Rangahau Insights & Knowledge
Reports to	Manager – Te Rau Rangahau
Location	TRO Pōneke Kirikiriroa Otepoti office or remote
Date	December 2024

KO TŌNA IHO | Purpose

Te Rau Ora is a national centre for Māori health and wellbeing in Aotearoa, New Zealand. Our vision is a future where whānau are thriving, self-determined and well. We are committed to a future Māori workforce that drives the design and delivery of health services in Aotearoa, New Zealand and improve Māori health outcomes. Te Rau Ora has a national reach with offices in Tāmaki Makaurau, Kirikiriroa, Papaioea, Pōneke and Otepoti.

NGĀ WHAI HUA | Values

Our values are informed by ngā kōrero o ngā tipuna:

Tika, pono me te aroha: Doing what is right with integrity and compassion

Mahi tahi: in the spirit of togetherness

Manaaki tangata: whilst caring and supporting people

Whakamana i te tangata': to enhance their mana and full potential

'Kia ngatahi te waihoe' We do this in unison to achieve Māori goals and aspirations.

'Ehara taku toa i te toa takitahi, engari he toa takitini': We honour and remember the collective efforts necessary for success.

The Toitū Accord

This role will demonstrate an understanding of, and develop in the ten markers of Māori Leadership for Health and Wellness. These are essential elements for united action of inclusive Māori Health Leadership, that aim to improve Māori health or increase levels of wellness.

• Committed to the advancement of Māori health and wellness	• Connected and collaborative
• Accountable to Māori	• Grounded in te ao Māori
• Informed by old and new knowledge	• Consistent with Te Tiriti o Waitangi
• Sustainable into the future	• Strategic and innovative
• Aligned to global indigenous priorities	• Ready to promote policies and practices for Māori health and wellbeing

More information on the markers of Māori Health Leadership: [Toitū Accord](#)

TAKE TŪRANGA | The Role

The Research and System Analyst role is a newly created role to drive research, evaluation, and systems optimisation within Te Rau Ora, supporting evidence-based decision-making and organisational improvement. This role focuses on research and evaluation, project monitoring, stakeholder engagement, and knowledge translation to enhance the organisation's impact and effectiveness.

NGĀ TAKOHANGA MATUA | Key Accountabilities

Data Collection and Analysis

- Plan and conduct both qualitative and quantitative data collection activities
- Undertake survey data collection and analyse both existing and new datasets to generate actionable insights
- Provide interim data analysis support during the transition period, including:
 - Processing and analysing quantitative and qualitative data from SurveyMonkey spreadsheets
 - Creating insights, graphs, and summaries to assist with programme reporting
- Ensure deliverables are met in alignment with program objectives through data collections, analysis, and internal evaluations.
- Develop proficiency in the use of the Dedoose data package for loading, collating, exporting, and analysing programme data.
- Develop proficiency in using the Dedoose data package to load, collate, export, and analyse programme data as required
- Train kaimahi in the use of Dedoose, ensuring effective data management across teams.
- Regularly perform targeted data searches and review information updates using AI technology, ensuring the ongoing accuracy and relevance of the data.

Kaupapa Māori Research and Evaluation projects

- Champion kaupapa Māori research methodologies that:
 - Embed te ao Māori philosophies and principles
 - Validate and prioritise te reo me ngā tikanga Māori
 - Advocate for Māori autonomy in health and well-being
 - Critically assess non-Māori approaches to well-being while presenting robust Māori alternatives
- Develop and implement research and evaluation tools (e.g., interview guides, surveys, consent forms)
- Assist in evaluating and monitoring the progress of the Centre of Māori Suicide Prevention (CoMSP) and other Te Rau Ora programmes, as well as external projects.
- Provide support to the Research Manager in monitoring programme progress against contracted deliverables, ensuring projects stay on track
- Undertake project management tasks as required

Strategic Reporting and Collaboration

- Deliver insights and knowledge to support the Marketing and Communications team to meet contracted deliverables
- Align research outputs with organisational strategies and stakeholder requirements
- Produce clear and tailored reports, including visual insights (graphs, summaries) for diverse audiences
- Translate research and evidence into clear, easy-to-understand insights, stories, and narratives that demonstrate the direct contribution of Te Rau Ora to achieving desired outcomes and deliverables.

Optimise Programmes and Services Using AI Technology

- Develop and apply AI technology to enhance programme and service delivery, ensuring effective data collection, collation, analysis and reporting
- Conduct meta-analysis and literature reviews to inform decision-making and programme improvements
- Assist in the improvement and streamlining of operational processes, with a specific focus on quarterly organisational reporting, ensuring efficiency and accuracy in reporting
- Explore emerging technologies to create innovative resources for presenting insights to key stakeholders, including funders, programme participants, kaimahi workforce, and whānau.

- Develop engaging infographic pages to highlight key insights and deliverables, ensuring clarity and accessibility for diverse audiences.
- Create valuable resources, including presentations, tools, guides, and training modules, using current and future data to support Te Rau Ora and its partners, as directed
- Develop and apply design platforms skills (e.g., Canva) to support the effective presentation of information and data within reports, ensuring professional and clear communication.
- Actively contribute to project management systems and processes to enhance efficiencies within Te Rau Rangahau, ensuring alignment with organisational goals.

Funding and research ethics applications and proposals

- Design and implement an AI-driven search program to provide regular updates on funder and funding-related sector activity. This will ensure Te Rau Ora stays informed about emerging funding opportunities, enabling proactive engagement and resource allocation.
Collaborate in the preparation of funding applications and proposals, ensuring high-quality submissions that align with Te Rau Ora's strategic goals, enhancing chances of securing financial support for key initiatives
Work alongside the Rangahau Manager to develop and submit human research ethics applications. Ensure compliance with all ethical standards and regulatory requirements to facilitate smooth approval processes for research projects.
- Review and proofread funding applications, proposals, and research ethics documents to ensure accuracy, clarity, and adherence to standards, contributing to the professionalism and quality of all submissions.

Stakeholder Engagement (external and internal)

- Lead and support the development of evaluation activities for Te Rau Ora programmes and external partners. Ensure interviews, data collection, and research are carried out effectively to meet evaluation objectives
- Engage with both internal and external stakeholders to build relationships and ensure alignment with program and evaluation goals
- Provide specialist data support to the CoMSP Evaluator/Researcher as needed and assist the Rangahau Manager with revenue generation tasks
- Ensure research and evaluation findings are disseminated effectively to both internal and external stakeholders, including the preparation of interview guides, consent forms, information sheets, and formal reports
- Handle relevant research, resource, or evaluation requests from stakeholders, ensuring responses are timely and within scope
- Assist in the preparation and delivery of presentations to various audiences, ensuring the content aligns with stakeholder needs
- Work closely with the Te Rau Rangahau team and internal/external stakeholders to ensure smoother operations and achievement of shared goals.

Create and Promote Culturally Relevant Content

- Develop and support the creation of stories, narratives, and resources using current and future data, ensuring that these materials are unapologetically Māori and aligned with cultural values.
- Communicate insights and outcomes in a variety of formats that resonate with diverse audiences, ensuring the message is both impactful and accessible across multiple platforms

Health and Safety

- Maintain knowledge of Health and Safety procedures, and actively support safe work practices
- Take all practicable steps to ensure neither you nor anyone else is harmed
- Comply with health and safety policies and procedures
- Report all incidents and proactively identify hazards and support their management.

Relationship Building

- Supports building and maintaining relationships with internal staff and external stakeholders
- Collaborates with others positively to achieve successful outcomes.

Valuing and Nurturing Diversity

- Contribute to our workplace that values and utilises diverse and inclusive thinking, people, and behaviours. This means that contributions of kaimahi with diverse backgrounds, experiences, skills,

and perspectives are valued and respected, to enable the organisation to recognise and positively respond to the different needs of groups and individuals within the Institutions' communities.

Culture

- Support and maintain a culturally safe environment and recognise the role of Te Tiriti o Waitangi in providing a framework for this in Aotearoa
- Proactively support the organisation to develop and sustain an effective tikanga driven culture that values and promotes mātauranga Māori and Hauora Māori.

Other Duties

- Any other duties as requested by your manager.

TE RAHINGA O TE TŪRANGA: Position Dimensions

Financial delegations	Nil
HR delegations	Nil
Key Internal Relationships	• Te Rau Ora Chief Executive and Leadership Team • Te Rau Ora Management and Staff • Insights & Knowledge Group • Communications and Marketing team.
Key External Relationships	• Relevant External Stakeholders

TĀTAI PŪMANAWA: Person Specifications

Personal Attributes	• Communication and Relationships: ○ Proven stakeholder engagement with an ability to establish and nurture effective and positive relationships, internally and externally. ○ Ability to champion and generate enthusiasm for evaluation and research amongst Māori is desirable. ○ High-level communication (verbal and written) skills and report writing including the ability to adapt style to the audience. ○ Quality facilitation skills and time management is desirable. ○ Ability to influence with respect and in the spirit of collaboration. • Approach to work: ○ An understanding of Hauora Māori approaches. ○ An understanding of workforce development and/or lived experience. ○ Pro Māori, with a sense of purpose for advancing Māori capacity and capability. ○ Positive and optimistic achiever. ○ A team player who is flexible and works well with others. ○ Well organised and can work to deadlines with a high level of attention to detail. ○ Ability to manage complex and competing needs. ○ Can identify potential issues and work with others to deliver innovative and realistic solutions. ○ Ability to identify and contribute to continuous improvement of team activities, processes, and ways of working. ○ Curiosity, a willingness to learn and attend training as directed, and a strong evidence-informed approach to work. ○ Embraces personal development. ○ Sense of humour, life – work balance and self-care (Wellbeing).
	• Qualifications & Experience • Minimum of one year applied evaluation and research experience in Māori contexts, community is desirable.

	• A tertiary qualification in a relevant discipline (post-graduate qualifications desirable) with experience in a similar role. Experience in mental health, lived experience, disability, health and/or suicide prevention is desirable. • Demonstrated understanding of evaluation and or research theories and methods including a strong understanding of Kaupapa Māori approach is desirable. • Demonstrated experience in project management is desirable. • 3-4 years demonstrated experience at sourcing and synthesising evidence/data and to identify themes and insights from the evidence. • Experience in agile ways of working is highly desirable. • Fluency in (or commitment to) Te Reo Māori me ona tikanga. • High level computer literacy skills. • Experience in design platform and data tools e.g., Canva, AI technology is desirable.
Judgement	• Takes advice from manager or team to inform decisions in a timely manner. • Critically thinks before taking action, seeks guidance when unsure. • Awareness of strengths and weaknesses. • Demonstrates a strong commitment to solving problems and delivering better outcomes for Māori by actively listening, adjusting plans, and prioritising community/stakeholder/partner needs. • Works closely with colleagues and external partners to create solutions and gather feedback, ensuring alignment with our organisational strategy. • Ensures that actions are clear, purposeful, and aligned with strategic goals, effectively managing resources to achieve desired outcomes. • Adapts plans and approaches flexibly to respond to the evolving needs of the community, maintaining an agile mindset. • Engages in active listening and communicates transparently to build strong relationships both internally and externally. • Channels enthusiasm and energy into meaningful work, contributing to a positive, light-hearted, and hiki wairua team environment.