**Position Description: Social Policy and Research Specialist**

**Our Commitment**

We believe that, by supporting individuals and whānau as they work to answer their greatest needs and achieve their life goals, we can see entire communites transformed.

We are committed to supporting the vulnerable in our communities through the provision of support services that provide housing, training and employment, food support, counselling, financial mentoring, in-home healthcare and early childhood education and learning.

**Purpose of the Role**

Reporting to the Director of Partnerships, the role will be responsible for supporting the overall capability of the Executive to respond to emerging whānau policy issues and trends in Aotearoa New Zealand, and influence domestic policy and resource allocation to bring positive change for whānau in New Zealand.

**Role Responsibilities**

**Core Responsibilities**

* Leading policy and research projects and workstreams to the discretion of the CEO, DCE and Executive team in line with the organisation’s purpose and vision.
* Taking the lead writer role for RFP’s, EOI’s, and any other government tenders in line with the strategic goals of the organisation
* Assisting the Director of Partnerships with the writing of organisational position papers including collective papers for groups and forums upon which executive leaders sit.
* Assisting the Director of Partnerships in the writing of CEO or DCE requested proposals to Government, Ministers of the Crown and the like.
* Monitoring the local political environment and maintaining oversight of emerging policies, funding, trends, risks and other developments in relation to housing, health, poverty and other social issues relevant to the Trust.
* Critically using data, evidence, and information from multiple sources to develop policy advice to the CEO and DCE, and on behalf of the CEO and DCE.
* Develop proposals for research to fill evidence-gaps in the organisation’s priority areas using community development and social justice frames as a reference point.
* Support trainings, briefings, proposals and discussions on whānau facing programmes and policy, and producing reports in line with agreed strategies.
* Reporting on policy and programme evaluation initiatives and their effectiveness, identifying opportunities for improvement to better align with community development principles.
* Ensuring that policy statements on the trust’s activities are developed are congruent with Visionwest values, principles, guidelines, and strategic outcomes.

**Relationships and Influence**

* Building and maintaining positive working relationships with key internal and external stakeholders for influencing whānau policy including Visionwest staff, government officials, academia, international institutions and allies in the field of whānau rights.
* Developing stakeholder engagement plans.
* Supporting organisational efforts to build strategic relationships for the promotion of whānau rights.
* Actively identifying opportunities to promote and engage whānau voice in research, reports, and policy

statements.

**Personal Expectations**

* Have a learning attitude and actively seek opportunities for personal and professional development (both internally and externally)
* Be proactive in own practices to ensure a safe working environment for own self and colleagues including prompt reporting of accidents, incidents and hazards
* Ensure that the vision, mission and values of the Trust are reflected in own work practices and workplace relationships (internal and external) including working from a Kaupapa Māori framework.
* Manage confidential information in an appropriate way to ensure it remains confidential and meets Privacy legislation as well as organisation requirements

**Expected Outcomes**

* Policy statements are researched, written, and kept up to date for all service lines of the trust and areas of interest
* Insight and impact reports are produced to a high standard for the Tauihu Office and wider audiences where appropriate
* Community Development and Social Justice frameworks are imbedded in any service design, analysis, review and evaluations.
* Coalitions are formed within the trust to gather information and evaluations of key work streams to inform practice in the future
* Government papers for collectives that Visionwest participate in are reviewed, edited and contributed to within agreed timelines
* Government proposals of organisational significance are written and delivered on time according to the CEO, DCE and Director of Partnerships requirements
* To prioritise papers and reports for the CEO, DCE and Board and deliver at a high standard and on deadline
* To work with the data and analytics team to analyse and evaluate the performance and impact of Visionwest programmes, upon request
* To research and study models of practice and programmes locally and internationally that may be of benefit in shaping Visionwest service and programme design
* Information is secure and privacy and confidentiality is always maintained.

**Key Relationships**

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| --- | --- |
| **Team:** | Tauihu Office |
| **Reports to:** | Director of Partnerships |
| **Direct reports:** |  |
| **Key internal relationships:** | * CEO * DCE * Executive and Senior Managers * People Leaders |
| **Key external relationships** | * Government officials and organisations * Research institutions * Advocacy agencies * Organisation partners |

**Any of the accountabilities, reporting relationships, or other matters, which are specified above , may from time to time be altered by the Trust/ Visionwest Community Trust following consultation with you.**

**Requirements of the role**

**The Social Policy and Research Specialist will ideally possess the following:**

**Qualifications & Experience:**

* A tertiary level qualification in a relevant field e.g., public policy, law, public management, international development, community development or similar (ideally post-graduate).
* Minimum 5 years professional experience that includes providing policy research/analysis/advice within a complex organisation, advocacy/lobbying, diplomatic relations, working in a strategic context, and influencing policy change.

**Skills, Knowledge, Abilities:**

* Excellent written and oral communication skills.
* Advanced research and analytical skills.
* Able to lead within the values of Visionwest Community Trust – aroha, whanaungatanga, manaakitanga and mana
* Able to embrace Visionwest’s kaupapa Māori journey
* Excellent relationship management skills and experience in all aspects of event management
* Excellent time management and the ability to work on several projects at the same time
* High integrity
* Supportive of others and an ability to work with staff and volunteers at many different levels of the organisation
* Highly organised, proactive with a good attention to detail
* Flexible and adaptable
* High level of computer literacy and knowledge of Microsoft Office applications, including Word, Excel, PPT Teams and Outlook.

**Objectives of Visionwest Community Trust** https://visionwest.org.nz

**Employee Declaration:**

*I have read and understand the Position Description for the Social Policy and Research Specialist role and accept it.*

Name:

Signature: ………………………………………………. Date: ………………………………………