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| **Position Title:**  | **Research and Development Advisor - 6 Months Fixed Term** |
| **Location:** | Wairoa (location flexible) |
| **Responsible to:** | Ngāti Kahungunu Wairoa Taiwhenua Incorporated |
| **Primary Functions of the Position:** | Conduct research and analysis of the current system settings in Wairoa that contribute to harm in the community and develop business cases and funding proposals that will mitigate and reduce harm.  |

**Purpose**

The Wairoa Community Partnerships Group (WCPG) has determined that one of the main contributors to the harms being experienced by the Wairoa community is the lack of visible pathways open to the people (especially rangatahi) living in Wairoa.

The WCPG will realise demonstrable improvements to social sector effectiveness in Wairoa so that all whanau lead safe and well lives in their communities.

The Research and Development advisor will support the WCPG by leading the analysis of the system settings that contribute to the current situation and develop business cases for programmes and solutions to these system settings. They will work closely with the Safety Coordinator, who will be implementing and driving progress on the solutions that are advanced by this role.

**Functional Relationships**

The Research and Development advisor will develop relationships with agencies and NGOs that provide support to the people of Wairoa. Key stakeholders include but are not limited to:

* The Wairoa Community Partnerships Group
* Local Iwi and hapū within the Wairoa area
* Local DHBs
* Police
* Ministry of Justice
* Ministry of Social Development
* Ministry of Education
* Ara Poutama Aotearoa
* Waka Kotahi
* Oranga Tamariki
* Community service providers
* Academic institutions conducting research into community resilience

The WCPG is made up of some of the agencies and NGOs listed above, who provide leadership of the Wairoa Safety Plan designed to make Wairoa a safe and thriving community.

**Principles and Values**

Ngāti Kahungunu Wairoa Taiwhenua Incorporated is a charity established to advocate, promote and act for the ultimate benefit of all our tangata whenua members in the areas of spiritual, cultural, educational, environmental, economic and social advancement. The Board consists of 12 members appointed by the marae of Wairoa District to represent the interests of the approximately 9,300 registered members. In doing so, Wairoa Taiwhenua supports our entire community as our constitution permits in understanding our community is ultimately stronger together. Wairoa Taiwhenua has been serving our community for 30 years.

Wairoa Taiwhenua is an active member of the Wairoa Community Partnership Group (Governance). The aspiration of the WCPG is ‘All whānau across the Wairoa district are thriving’.

This aspiration is supported by the following values and supporting statements of Wairoa Taiwhenua and are expected behaviors of each individual working as part of the collective, including the Research and Development advisor:

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| **Ko taku rekereke, ko taku tūrangawaewae** | To uplift the mana of tangata, whānau, hapū and marae first and foremost as integral components of our community. |
| **He manako te kōura, e kore ai** | To advocate for our community in areas including spiritual, cultural, educational, environmental, economic and social. |
| **Ngā wharerau o Te Tahinga** | To work collaboratively with other entities to provide the best support possible for our community. |
| **He ao te rangi ka uhia** | To support our community in promoting spiritual, mental and physical wellbeing. |
| **Ma te huruhuru te manu ka rere ai** | To resource our community where appropriate. |
| **E roa ā raro, e tata ā runga** | To recognise our community is eternal and so is our commitment as part of our collective journey |
| **Ko taku rekereke, ko taku tūrangawaewae** | To uplift the mana of tangata, whānau, hapū and marae first and foremost as integral components of our community. |

The position of Research and Development advisor encompasses the following major functions or key responsibility areas:

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| **Key Responsibility Area** | **Expected Outcomes** |
| **Gap analysis**  | * Conduct a systematic review of the current services and needs in Wairoa to ensure that proposals and funding is being focused on the most appropriate need and solutions
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| **Solutions development**  | * Undertake literature reviews to support the development of solutions in Wairoa to reduce the harm in the community
* Develop potential solutions and proposals to address harms within Wairoa
* Engage with academics and agencies to ensure that solutions are representative of best practice.
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| **Business case development**  | * Develop business cases for agencies on potential solutions to issues in Wairoa.
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| **Support the WCPG as needed** | * Support progress on items on the Wairoa Safety Plan as identified and directed by the WCPG.
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| **Support continuous improvement**  | * Provide the Wairoa Taiwhenua Board with regular feedback loops on success, and risks.
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***Variation of Duties***

Duties and responsibilities described above is not intended to limit the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

***Person Specification***

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| **Knowledge, skills and experience – able to demonstrate** |

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| ***Essential*** | ***Competencies*** |
| * Experience as a writer and analyst of policies and plans
* Experience in project management
* The ability to express complex thoughts and ideas, both verbally and in writing, using language appropriate to the audience
* An advanced ability to tailor quantitative and qualitative information to a specific audience
* A proven ability to influence decision-makers to achieve objectives, especially where consensus-building is essential to the success of a project
 | * Cultural competence
* Organisational and planning skills
* Research, information gathering and monitoring skills
* Understand and apply the tools, knowledge, and techniques for managing projects effectively
* Problem analysis and solving skills
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| **Awareness and Understanding of** |

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| ***Essential*** |  |
| * The Treaty of Waitangi and the impact of settlement legislation
* The economic, political, social, and cultural context of Wairoa District
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***Travel***

Some level of travel around New Zealand will likely occur as needed.

***Performance Development Review***

An initial review of performance will be conducted after three months with regular reviews thereafter.

**Pre-employment checks**

Police check