

Job Description



Job Title	Senior Evaluation Advisor
Reports to	Evaluation Lead
Direct reports	None
Team	Intelligence
Business Unit	Community Activation
Location	Wellington
Employment Status	Permanent

Job Purpose

- The Senior Evaluation Advisor is an in-house specialist who facilitates Sport NZ's evaluation work programme with responsibilities for the management of evaluation projects, developing the evaluation capability of Sport NZ's partners (e.g. National Sports Organisations, Regional Sports Trusts), and understanding the impact of investment into being physically active.
- The purpose of the evaluation work programme is to create a strong evidence base to assess progress and achievement of Sport NZ's strategy and inform strategic direction, operational decision-making, policy and strategy development, and continuous practice improvement.

Key Accountabilities

As the Senior Evaluation Advisor, you will:

- Evaluation Management
 - Contribute to the development and monitoring of Sport NZ's strategic evaluation work programme
 - Establish and manage strategic and programme evaluation projects within the Sport NZ evaluation work programme
- Capability Development
 - Proactively provide specialist expertise to Sport NZ business owners – evaluation design, contract management and quality assurance
 - Support evaluation capability development (evaluation capacity) for Sport NZ staff and external partners through training, coaching and mentoring
- Value for Money approach (including social return on investment/cost benefit analysis)
 - Contribute to the work within Sport NZ, and the Sport Sector, to understand and communicate the value for money of our investment
- Relationship Management
 - Establish, develop and maintain key relationships internally and externally to foster cooperation and collaboration on evaluation projects

- Actively contribute to and participate in building an evaluative culture in Sport NZ and within the Sport Sector
- Provide leadership to enhance the use of evaluation findings within Sport NZ and within the Sport Sector
- Teamwork
 - Contributes to the effective functioning of the Intelligence (Research, Evaluation, Insights) Team by:
 - Developing and maintaining effective working relationships with colleagues in Sport NZ
 - Identifying and participating in professional development, and sharing learnings with colleagues
 - Providing peer review and quality assurance for the Intelligence Team
 - Cooperating and working with other members of the intelligence team in order to achieve team goals

Health, Safety & Wellbeing

All Sport NZ staff have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues and visitors, including contractors. This is achieved by:

- Practicing and encouraging safe work methods, using resources and equipment appropriately.
- Taking all reasonable and appropriate steps to minimise and where possible, eliminate the risk of harm or injury to others.
- Reporting all workplace hazards, incidents or near misses to the appropriate person or authority.
- Individual ownership of personalised wellbeing initiatives that are supported by Sport NZ.
- Sport NZ health, safety & wellbeing policies and processes are observed and implemented on time and to standard.

Key Relationships

Internal

- Sport NZ Staff
- High Performance Sport NZ Staff

External

- Research/Evaluation Providers
- Regional Sports Trusts (RSTs)
- National Partners (inc NSOs)
- Education Partners (inc PENZ and NZSSSC)
- Other Government Agencies esp Ministry of Education, Ministry of Health and Ministry of Social Development
- Tertiary bodies

Person Specifications

As the Senior Evaluation Advisor, you will have:

- Experience
 - At least 3 years evaluation experience
 - A practical understanding of evaluation theory, process and methodology
 - Experience in developing organisational and individual evaluation capability
 - Experience of working in a policy setting environment
 - An understanding of Value for Money
 - Experience in the development and implementation of outcomes/performance measurement/evaluation frameworks
 - Experienced in leading end to end evaluation programmes or projects
 - Experience in planning, managing, and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results
- Skills
 - Excellent relationship building and stakeholder management skills

- Highly developed verbal and written communication skills, with the ability to communicate and present clearly to a wide range of audiences in a variety of situations
- Highly skilled in conceptual thinking and an exceptional ability to identify strategic opportunities and emerging issues/risks
- Qualifications
 - Tertiary qualifications in relevant discipline
- Knowledge of, and commitment to, the Treaty of Waitangi
- Knowledge of Sport NZ's role and responsibilities as a Crown Agency and an awareness of the wider social and political context in which Sport NZ operates.

Further Information

Delegated Authorities:

Your job has no delegated authority for financial decisions and other matters. Please refer to the Delegations Manual

Flexible Work Arrangements:

This is a **full-time position**, but we are happy to explore flexible work arrangements as part of this role. In line with the flexible working arrangements policy.

About Sport NZ

Our Strategic Direction 2032

Our Purpose:

- To contribute to the wellbeing of everybody in Aotearoa NZ by leading the play, active recreation, and sport system.

Our Vision:

- Every Body Active

What we are aiming for (Strategic Outcomes):

- Improve physical activity levels through play, active recreation, and sport.
- Improve the experience of participants, volunteers and supporters in play, active recreation, and sport.
- Increase variety of culturally distinctive pathways in physical activity for tangata whenua and all New Zealanders
- The play, active recreation, and sport system is more impactful, inclusive, trusted and reflects the principles of the Treaty of Waitangi

Success means:

- We and our partners are impactful and improve the system; are inclusive; operate with high levels of integrity and collaboration; and work in the best interests of individuals and whanau.

Our Culture - Te Mauri ake o Ihi Aotearoa, The Sport NZ Way:

Together we can

Start with Open

- We take a genuine interest in one another. We share ideas and collaborate. Always with openness and positive energy. And with respect for each other's talents and time.

Stay Curious

- We're passionate about creating the best future. That takes imagination, bravery and expertise. A thirst for continuous learning. And being open to feedback.

Act for Impact

- We strive for results. And are prepared to make bold decisions to achieve them. When the evidence demands this. Intelligence, analysis, action.

Lead us There

- We are all leaders - and aspire to be great ones. Always learning and leading by example. Reflecting on our own behaviour and performance. And being willing to change.

Ā mātou mauri

These values have also inspired the names of our mauri pounamu that found us in the Arahura River in Te Tai Poutini. They are a tangible reminder of our commitment to Te Tiriti o Waitangi and Māori, they are naturally becoming more deeply embedded in the psyche of our organisation influencing behaviours, actions and providing both guidance and reassurance as we navigate uncharted waters on our cultural journey.

- **Kia pono ki te kaupapa** - authentic to the purpose;
- **Kia tika te mahi** - act with integrity;
- **Me aroha ki te tangata** - respect for others

Our Commitment to Te Tiriti o Waitangi

Sport NZ Ihi Aotearoa is committed to Te Tiriti o Waitangi through the enactment of the Treaty Principles, Partnership, Protection, Participation. As a Crown Entity we are a partner to Te Tiriti o Waitangi and with that comes an accountability and responsibility to uphold the mana o Te Tiriti o Waitangi

Sport NZ Ihi Aotearoa is also committed to building a bi-cultural foundation that acknowledges:

- **Our past** - Sport NZ is committed to upholding the mana of Te Tiriti o Waitangi
- **Our present** - Sport NZ is the kaitiaki of the play, active recreation, and sport sector
- **Our future** - enabling opportunities for tangata whenua and all New Zealanders to participate and succeed

Public Service Commission

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa. i āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi.

Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Business Unit

Sport NZ's Community Activation business unit consists of four teams – Intelligence, Māori Participation, Expertise & Capability and Diversity & Inclusion. These teams collectively work, alongside other teams across SportNZ, to deliver outcomes in line with Sport NZ's Strategic Plan 2020-24 and Strategic Direction to 2032, in particular by:

- Building constructive relationships with partners and key stakeholders, working with them to align, promote and achieve Sport NZ's strategic objectives.
- Enhancing the capability of Sport NZ and our partner organisations by providing a range of capability building resources, insights, expertise, investments and support.
- Working in partnership with key stakeholders to enhance the capability of New Zealand's play, active recreation and sport system to positively impact on tamariki and rangatahi's levels of physical activity and, through this, their wellbeing.

Tamariki and rangatahi are the primary focus for Sport NZ but we are also seeking to create an equitable, inclusive and accessible system for other priority population groups including:

- Māori
- women and girls
- disabled people
- those living in high deprivation communities

Acknowledgement of Position Description

Manager Name:	Signature:	Date:
Employee Name:	Signature:	Date: