

## Position Description

<b>Position Title</b>	Senior Research Analyst
<b>Function</b>	Te Mātātupu - Research and Evaluation
<b>Location</b>	Wellington
<b>Reports to</b>	Kaiwhakahaere Rangahau - Research Manager
<b>Last Review Date</b>	October 2021
<b>Ngā Mātāpono a Te Mātāwai</b>	<ul style="list-style-type: none"> <li>• <i>He reo tuku iho te reo taketake o Aotearoa</i></li> <li>• <i>Ko ngā iwi me ngāi Māori ngā purutanga mauri o Te Whare o te Reo Mauriora</i></li> <li>• <i>Poua, whakatipuria, tāwharautia te reo ūkaipō i roto i ngā hapori</i></li> <li>• <i>Kia raka te mauī, kia raka te katau</i></li> <li>• <i>Kia ū ki te wairua Māori</i></li> </ul>
<b>About Te Mātāwai</b>	<p>Te Mātāwai was established under Te Ture mō Te Reo Māori 2016 (The Māori Language Act 2016), as an independent statutory entity to act on behalf of iwi and Māori. Its purpose is to:</p> <ul style="list-style-type: none"> <li>• provide leadership in promoting the health and well-being of Te Reo Māori for iwi and Māori, and at the community level;</li> <li>• support, inform and influence the Crown's initiatives in protecting, promoting and revitalising Te Reo Māori;</li> <li>• give effect, through its association with Ministers of the Crown, to the relationship of the Crown with iwi and Māori in relation to Te Reo Māori; and</li> <li>• in conjunction with the Minister and the Minister of Finance, to provide oversight of, and direction to the Māori Television Service.</li> </ul>
<b>Purpose of the Position</b>	<p>The role leads the procurement processes and procedures for Te Mātāwai research and evaluations, as well as acting as the expert and go to person in data and information for Te Mātāwai. The role is expected to share research and evaluation data/ findings with kāinga, hapori and iwi, the Board, Pae Motuhake, and stakeholders to support investment planning and language revitalisation. The role directly supports the Research Manager to implement the strategic research agenda.</p> <p>The role will develop and share research and evaluation data / findings with Crown and government agencies to inform the implementation of the Maihi Karauna strategy and macro language revitalisation activities.</p>

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**With Delegations**

This position has the following management responsibilities:

**Human Resources staffing**

- Direct reports – 0
- Indirect - 0

**Financial**

N/A

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**Relationships**

The position is required to build and maintain the following relationships:

**Internal (within Te Mātāwai)**

- Te Tumu Whakarae (CEO)
- Kaiwhakahaere Rangahau (Research Manager)
- Te Mātāwai Leadership Team
- The Board
- Pae Motuhake
- Other staff members

**External (outside Te Mātāwai)**

- Statistics New Zealand
  - Research Organisations
  - Te Puni Kōkiri
  - Te Reo Māori Agencies
    - Te Taura Whiri
    - Whakaata Māori/ Māori Television Service
    - Te Māngai Pāho
    - Te Tāhuhu o te Mātauranga
  - Other agencies as directed by the Kaiwhakahaere Rangahau or Tumu Whakarae
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**Key accountabilities**

The following key accountabilities of this role is to assist in delivering the Te Mātāwai vision and mission:

**Procurement and Contract Management**

- Produce and distribute procurement plans, requests for proposals, investment criteria and contracting templates.
- Prepare and manage all contracts in line with Kaiwhakahaere Rangahau and/or Tumu Whakarae decisions.
- Provide support and advice to research panels to ensure due diligence and legal requirements are met.

**Knowledge Base Development**

- Support the implementation of a medium to long-term research strategy to capture baseline data and build knowledge/evidence base on Māori language revitalisation.
- Work with the Kaiwhakahaere Rangahau to prepare research scopes and implement procurement processes.

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- Analyse and summarise research data - identifying trends, key findings and potential opportunities.
  - Develop and maintain baseline of research data.
  - Prepare and present data outlining data trends and findings.

#### Reporting

- Report on data and research analysis progress versus research strategy and Te Mātāwai overall objectives.
- Collate and prepare monthly progress reports and a final report of research findings.

#### Work Programme Evaluation

- Support the implementation of a monitoring and evaluation work programme to measure the impact of Māori language revitalisation efforts in achieving agreed outcomes.
- Identify measures and outcome/impact indicators.

#### Data Collection

- Support the Kaiwhakahaere Rangahau to prepare advisory papers and reports.
- Support Te Mātāwai staff, Board and Pae Motuhake and external contractors to gather relevant data to meet monitoring and evaluation objectives.
- Advise Te Rangakura o Te Whare o te Reo Mauriora about the data needs of the Maihi Māori.
- Extract, prepare and disseminate data and findings to support Te Mātāwai communication/ public relations strategy objectives.

#### Stakeholder Management and Engagement

- Establish and maintain positive working relationships with kaimahi and stakeholders.
- Represent Te Mātāwai appropriately within the Kāhui, community, Te Whare o te Reo Mauriora and with other organisations.
- Initiate, build and maintain a range of strategic relationships and networks internally and externally to influence, persuade and enrich advice and research outcomes.

#### Dissemination

- Synthesise information from existing research projects for the Te Mātāwai audiences (Pae Motuhake, kāinga, hāpori and iwi, te Whare).
- Prepare and present data outlining data trends and findings.
- Prepare and present evaluative information outlining trends and findings.
- Support Te Mātāwai to share relevant research and evaluation findings related to Māori language revitalisation.
- Prepare and present language revitalisation interests nationally and internationally.

**Qualifications,  
skills, knowledge  
and experience**

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You must have the following qualifications, skills and experience:

- A graduate qualification;
- Professional expertise/ experience in Māori language research, evaluation and monitoring including a working knowledge of different research methodologies and methods (kaupapa Māori, qualitative and quantitative);
- Professional expertise/experience in procurement and contract management;
- Sound experience in data research and ability to interpret information, often with a strong cultural flavour;
- Ability to interpret strategic and business plans to ensure future planning and objectives is well aligned;
- Highly developed data analysis skills, able to manipulate, analyse and interpret complex data sets, draw valid references;
- Proficient in Te Reo Māori and English;
- Knowledgeable in, and ability to apply, appropriate analytical and research methodologies to meet agreed objectives;
- Has proven experience in procuring cost-effective services to achieve research, monitoring and evaluation targets;
- Has strong communication (written and oral) and relationship management skills;
- Enjoys working as a team member, at a high level, and working collectively to get results;
- Is a passionate advocate for the revitalisation of Te Reo Māori and is an active participant (kanohi kitea) in Te Ao Māori;
- Experience in working with whānau, hapū, iwi, Māori organisations and Māori communities;
- Understanding government and the public service and public-sector processes - understanding the rationale and mechanisms of government intervention i.e. reasons for government intervention, the available intervention mechanisms and alternatives to government interventions;
- Politically aware and comfortable working within the political context;
- A collaborative approach with an interpersonal style that enables you to build positive working relationships and gain buy in from others;
- Excellent communication skills in both Māori and English;
- Proficient in Microsoft Office 365 suite; and
- A Sound understanding of tikanga and Treaty of Waitangi principles.

**Salary Range**

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\$110,000 per annum

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