

# Evaluator

## Position description

Te Pou is the national centre of workforce development for the New Zealand mental health, addiction and disability sectors.

We support organisations to implement policy to plan and develop their workforce with practical resources, consultation and education. We use a sound evidence base that builds better services to improve people’s lives.

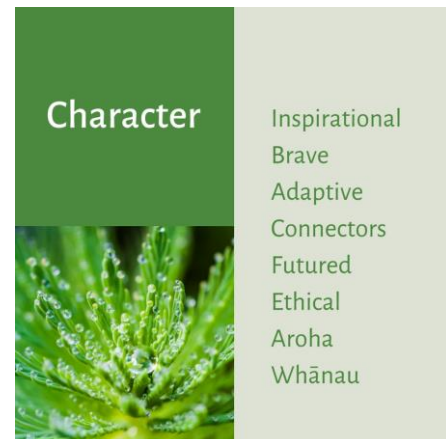
Te Pou is part of the Wise Group, a family of peak performing charitable entities working in areas from frontline service to software development.

Our work is internationally recognised and focused on supporting and growing workforce capability and capacity. With NZQA certification via Blueprint for Learning, we’re also focused on providing quality evidence-based education and training to the wider community.

## Purpose

To support the development and delivery of the evaluation and monitoring programme across Te Pou and Blueprint for Learning. The role will undertake evaluation and monitoring activities to inform projects, using robust measures to demonstrate added value. The evaluator will:

- work across Te Pou to identify and meet the organisation’s evaluation needs
- support project leads to identify how proposed workforce development activities are linked to expected project outcomes
- identify and include relevant monitoring measures in evaluation plans
- develop and promote best and promising practices and innovation through evaluation, research and analysis in mental health, addiction and disability services.



## Focus

### Conduct evaluation and monitoring activities

- Utilise theory of change principles to inform project development and articulate how expected outcomes will be achieved
- Develop and implement rigorous, timely, and well-executed evaluation projects that meet stakeholder needs
- Write evaluation reports/documents for internal and/or external audiences, drawing on knowledge translation, implementation science and data visualisation principles
- Demonstrate expertise in a range of evaluation methodologies, including the ability to combine methods to meet project needs
- Utilise qualitative and quantitative data collection methods, interpretation, and analysis
- Work within project teams to ensure evaluation evidence is timely and can inform decision-making
- Inform evaluations using relevant monitoring outcomes
- Support contract monitoring processes, including coordination and monitoring system development.

### Contribute to an evidence-based culture

- Contribute to a rigorous evaluation and monitoring culture within Te Pou that supports the use of evidence in practice
- Utilise information and research from all appropriate sources, including previous evaluations, workforce and outcomes data where appropriate
- Ensure Te Pou and Blueprint for Learning programmes are informed by robust analysis and sound evaluation.

### Engage with robust internal processes

- Use Ngā Pou Tāhuhu, the Te Pou planning and development framework, to ensure evaluation plans are appropriate prior to commencement
- Ensure robust peer review processes for evaluation and research products are undertaken that include Manager—Evaluation and Monitoring or Manager—Research as appropriate

- Demonstrate understanding and reflect use of ethical guidelines in evaluation and research processes
- Ensure documents are appropriately referenced and reflect the Wise Style guide and APA referencing standards.

## **Project management**

- Projects are coordinated effectively, completed on time, and produce agreed outcomes.
- Project risks and issues are successfully managed.
- Timely and accurate reporting is completed.

## **Support the delivery of the Te Pou workplan**

- Demonstrate an understanding of workforce planning and development.
- Maintain an in-depth understanding of relevant sector needs and develop effective approaches in response to needs
- Move flexibly between key projects and work initiatives where skills and experience are most required
- Represent Te Pou with a high level of professionalism and competence at all times.

## **Relationship management**

- Demonstrate collaborative relationships with Te Pou team members and wider stakeholder groups
- Understand wider environment in which Te Pou operates
- Build strong relationships with the mental health, addiction and disability stakeholders where required
- Utilise tikanga Māori to effectively engage and maintain relationships with stakeholders when appropriate
- Provide presentations to stakeholder groups as required.

## **Supervision and mentoring**

- Regular participation in supervision and mentoring with Manager—Evaluation and Monitoring.

## Attributes

You love what we do and enjoy proactively seeking new opportunities to demonstrate the value of Te Pou to the sector. You keep the bigger picture in mind as you take a lead role within Te Pou. You will demonstrate the following attributes:

**Inspirational:** inspiring others to be their best

**Brave:** the courage to meet challenges in pursuit of a better world

**Adaptive:** ability to change to suit different conditions

**Connectors:** connecting people and ideas for creative outcomes

**Futured:** Foresightful, forward looking and prescient

**Ethical:** Ethics before ego

**Aroha:** Love, caring, compassion and empathy for others

**Whānau:** Nurturing a family-like culture



## Core competencies—Requirements

### Essential

- Ideally a minimum of 2 years' experience working in mental health, addiction, disability, community development or social services
- Relevant tertiary qualification—minimum Masters' in health or social science field, or equivalent experience
- Excellent communication skills, both verbal and written
- Qualitative and quantitative data analysis skills
- Ability to deliver presentations confidently and effectively to external audiences
- Experience in managing evaluation projects
- Ability to balance stakeholders – understands internal and external stakeholder requirements, expectations and needs
- Knowledge and commitment to the principles of the Te Tiriti o Waitangi
- Practice reflects Essential level of Let's get real across the seven Real Skills

- Display a passion for working with the sector to improve quality of life outcomes for people using mental health, addiction and disability services.

## Preferred

- Experience of workforce planning and development
- Relevant research, evaluation, health, disability or business qualifications.

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