Health Promotion Agency

Position Description

Title Senior Researcher

Group Policy Research & Advice

Reports to Team Lead Research

Date April 2018

Purpose

The purpose of the role is to provide high quality research, methodology and interpretation expertise and advice to HPA's programmes. The focus of the role is to support HPA's mental health and wellbeing programme work. The role includes managing internal and external research projects, contributing to the research team's dissemination and outputs, and providing research and evaluation advice and expertise to HPA's programmes, activities and planning.

The values at HPA are for our people to be trusted, inspiring, agile and approachable.

Relationships

Internal

- Team Lead Research
- Manager Research
- Research Team
- General Managers, Managers and staff (in particular related to mental health and wellbeing)
- Māori and Pacific Advisors

External

- Market Research and evaluation providers
- University researchers
- Public Health research bodies
- Ministry of Health
- Other research and evaluation personnel within Government agencies and NGOs
- Agencies in relevant programme areas
- Public Health delivery agencies

Dimensions

Location	Wellington
Direct reports	Nil

Accountabilities

- Contribute to the management and successful delivery of HPA's research programmes and publication and disemination of research-based products.
- Procure and manage research contracts and projects.
- Develop and manage project plans for medium-sized, complex projects and/or managing multiple projects.
- Provide professional research and evaluation support, information and expert advice to HPA's managers and staff, and other stakeholders, with a particular focus on HPA's mental health and wellbeing activities.
- Liaise with HPA managers/programme leads and external stakeholders to canvass their research and evaluation needs and identify how best to meet these needs.
- Contribute to HPA's planning activities.
- Take ownership of the programme of work you have responsibility for, including meeting agreed deadlines and meeting reporting requirements against key accountabilities.
- Provide peer review and mentoring for members of the Research team.

Leadership

- Regularly demonstrate a positive, open and collaborative manner when contributing to your team, group and HPA's values and activities.
- Support HPA's culture and values by demonstrating them in all dealings with stakeholders and other staff members.
- Share expertise and knowledge within your team, across the wider group and HPA.
- Ensure the delivery of projects to agreed deadlines and meet reporting requirements against key accountabilities.
- Take responsibility for building and maintaining strong relationships with internal teams.
- Develop projects in partnership with internal and external stakeholders including key Māori, Pacific and youth stakeholders.
- Deliver against HPA's Māori and Pacific approaches - Te Hiringa Hauora and the Pacific Approach.

Treaty of Waitangi

- Commit to recognising and acting upon the principles of the Treaty of Waitangi and contribute to the improvement of Māori health. These principles are protection, partnership, and participation across all areas of HPA's operation and activities.

The position description may be varied from time to time, to reflect that roles may evolve over time and/or to reflect the changing requirements of HPA. Your input will be sought prior to making any changes to your position description.

Essential skills and experience

- Relevant postgraduate tertiary qualification (Masters level or PhD).
- A good understanding of qualitative or quantitative techniques and data analysis, research practice and principles.
- Specific expertise in Māori-centred or kaupapa Māori research and/or Pacific research methodologies is highly desirable.
- Sufficient understanding of statistics to contribute to writing reports based on analysis prepared by others, and to peer review research involving quantitative analysis. Hands-on statistical expertise and experience, especially with weighted surveys is desirable.
- A minimum of 5 years' experience of research and evaluation practices and principles.

- Experience of commissioning and managing research contracts.
- Ability to co-ordinate and manage multiple activities on time and within budget.
- An ability to make sense of complex research and evaluation issues, and to communicate or negotiate the most appropriate response to these with stakeholders.
- Excellent written and oral communication skills and a demonstrated ability to write clear, well-structured and meaningful reports.
- Good computer skills with Microsoft Office Word, Excel and PowerPoint, analysis software (whether quantitative or qualitative) and strong web-based research skills.
- Be flexible and able to change direction quickly, managing risks and uncertainty when required.

For more information see www.hpa.org.nz