



SPORT WHANGANUI

Kaitohutohu Arotake Pārongo – Insights and Evaluation Advisor

1. Role Overview

Field	Details
Role Title	Kaitohutohu Arotake Pārongo – Insights and Evaluation Advisor
Business Unit	Roopu Hapori (Active Communities Team)
Role Level	Paddler – Advisor / Coordinator / Emerging Leader
Reports to	Kaiwhakahaere Hapori (Active Communities Manager)
Location	Whanganui
Hours	As specified in the employment agreement
Key internal relationships	Kaiwhakahaere Matua (Chief Executive), Rōpū Kaiārahi (Senior leadership team) and the wider Sport Whanganui team
Key external relationships	Sport NZ; Regional Sport Trusts; funders; councils; research and evaluation partners; community organisations; iwi and Māori partners; schools, kura and sector partners

2. Position Purpose

To strengthen Sport Whanganui's ability to understand, demonstrate and improve its impact by supporting consistent monitoring, evaluation, learning, and reporting across the organisation. The Kaitohutohu Arotake Pārongo – Insights and Evaluation Advisor works alongside teams to develop practical frameworks and tools, gather and interpret meaningful evidence, and turn data, feedback and community voice into clear insights that support decisions, accountability and continuous improvement.

The role has a particular focus on organisation wide outcomes and indicators, evaluation planning, data quality, learning conversations, impact stories, funder and board reporting, and building staff confidence to use evidence in everyday planning and delivery. It ensures quantitative information; qualitative evidence and community perspectives are brought together in ways that are useful, proportionate, and culturally responsive.

3. Key Responsibilities and Expected Outcomes

Responsibility	What this looks like	Measures / evidence
Impact and evaluation framework	Maintain and improve practical organisation-wide approaches for defining outcomes, indicators, evidence needs and learning questions. Help teams align programmes and projects with strategy, funder expectations, and intended community outcomes.	Clear and usable frameworks; stronger alignment between strategy, delivery, evidence and reporting.
Evaluation planning and support	Work with programme and project leads to develop proportionate evaluation plans, measures, tools and review points. Provide advice that helps staff build evaluation into delivery from the beginning.	Evaluation plans are completed and used; measures are fit for purpose; teams have greater confidence and consistency.
Data collection and quality	Support reliable collection, storage and management of participation data, feedback, outcome evidence, and community voice. Promote clear definitions, ethical practice, privacy, and appropriate data quality checks.	Accurate, timely and accessible information; fewer gaps or inconsistencies; agreed data practices are followed.
Analysis and insight	Bring together quantitative and qualitative information to identify patterns, progress, barriers, and opportunities. Translate findings into concise, practical insights for staff, leaders, and governance.	Useful analysis informs planning and decisions; trends and areas for action are clearly communicated.
Impact reporting and storytelling	Coordinate and contribute to reports for leaders, the Board, Sport NZ, funders and partners. Develop evidence-based impact stories and case studies that reflect community experience without overstating results.	Reporting is accurate, timely, and credible; impact is communicated clearly using appropriate evidence.
Learning and continuous improvement	Facilitate reflection, review and learning conversations that help teams understand what is working, what is not, and what should change.	Learning is documented and acted on; programmes and processes improve over time.
Evaluation capability	Develop practical templates, guidance and learning opportunities that build staff confidence in monitoring, evaluation, data interpretation and impact reporting.	Staff use tools consistently and demonstrate increased confidence in evidence-informed practice.
Partnerships and sector learning	Maintain constructive relationships with Sport NZ, RSTs, funders, councils, evaluators, and other relevant partners. Share learning and contribute to sector approaches where appropriate.	Requirements and learning are understood; duplication is reduced; relevant practice is shared and adopted.
One Team contribution	Work across teams, share information, coordinate reporting requirements, and contribute to organisational priorities. Balance support with clear expectations about ownership of programme data and delivery evidence.	Clear responsibilities coordinated reporting and a positive contribution to team outcomes.

Te Tiriti and cultural responsiveness	Continue developing understanding of Te Tiriti o Waitangi, Te Ao Māori, tikanga and te reo Māori. Support culturally responsive and strength-based evaluation approaches, including respectful use of community and Māori data.	Evaluation of practice reflects growing cultural capability, appropriate engagement, and responsible use of evidence.
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4. People Development Framework – Core Competencies

This role is expected to demonstrate the following core competencies.

- Action orientated: Takes initiative, acts decisively, and maintains momentum while using sound judgement.
- Community focused: Listens to community and partner needs, builds trust, and keeps people and outcomes at the centre.
- Integrity and trust: Acts honestly, reliably and accountably; keeps confidence and follows through.
- Dealing with ambiguity: Remains effective when priorities, information or circumstances change.
- Perseverance: Maintains effort and a solution-focused approach when progress is difficult.

5. What good looks like in this role

Competency	Role expectation
Analytical skills	Interprets quantitative and qualitative information, tests assumptions and identifies meaningful patterns without overstating conclusions.
Listening	Actively listens and seeks to understand community and stakeholder perspectives
Ethics and values	Acts consistently with organisational values and professional standards.
Time management	Prioritises workload and delivers outcomes effectively.
Peer relationships	Builds positive working relationships and collaborates effectively.
Learning on the fly	Demonstrates curiosity, adaptability, and willingness to learn.
Written communication	Communicates clearly and professionally through reports, emails, and documentation.
Self-Development	Take ownership of personal growth and capability development.
Informing	Shares information effectively and keeps others appropriately informed.
Priority setting	Focuses on activities that contribute most strongly to organisational outcomes.
Self-Knowledge	Demonstrates awareness of strengths and development needs.
Approachability	Creates an environment where others feel welcomed, respected, and supported.

6. Personal Qualities and Expertise

- Curious, analytical, and able to make complex information clear and useful.
- People-focused and able to build trust while asking constructive questions about outcomes and evidence.
- Accurate, organised and comfortable managing multiple reporting and evaluation requirements.
- Skilled at combining data, feedback and community voice into balanced insights.
- Practical and adaptable, with a focus on fit-for-purpose approaches rather than unnecessary complexity.
- Committed to equity, Te Tiriti o Waitangi and culturally responsive evaluation practice.
- Collaborative, accountable, and committed to a One Team approach.

7. Qualifications / Experience

- A relevant tertiary qualification, or practical experience that has developed transferable skills, in areas such as evaluation, research, social science, public health, community development, sport and recreation, data or a related field.
 - Experience contributing to, developing or applying monitoring and evaluation approaches, such as outcome measures, surveys, feedback tools, or review processes.
 - Experience working with quantitative and/or qualitative information, with the ability to identify key findings and communicate them clearly to different audiences.
 - Strong written communication, facilitation, and relationship management skills.
 - Confidence using Microsoft 365 and relevant data collection, analysis and reporting tools.
 - Current full New Zealand driver's license.
 - Desirable: experience in the community, sport, recreation, health or not-for-profit sector; knowledge of funder reporting, Te Tiriti, kaupapa Māori or community-led evaluation approaches.
- ### 9. Role Boundaries and Collaboration

8. Scope

The Kaitohutohu Arotake Pārongo – Insights and Evaluation Advisor owns agreed organisation-wide evaluation tools, guidance, analysis and reporting coordination, while programme and project leads remain responsible for delivery, accurate source of information and collecting agreed evidence. Significant new evaluation commitments, external research, changes to organisation-wide measures or sharing of sensitive information must follow agreed Sport Whanganui processes and be coordinated with the Active Communities Manager. The role supports and strengthens evaluation practice rather than operating as the sole owner of every programme evaluation.