

# Sport Bay of Plenty Charitable Trust

## JOB DESCRIPTION

### JOB TITLE

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- INSIGHTS ADVISOR (0.7 FTE)

### PURPOSE

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- The Insights Advisor plays a key role in enabling Sport Bay of Plenty to be an evidence-informed organisation. This role supports the collection and analysis of data and formation of insights to help inform decision-making, strengthen advocacy efforts and enhance the organisation's impact across the Bay of Plenty region. The Advisor will work collaboratively with internal teams and external stakeholders to help build research capability, identify insights gaps, collect data and support the development of compelling advocacy content.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### *Data collection*

- Under the general direction of the GM Business Services, collaborate with staff to help identify data and insights gaps and opportunities across workstreams aligned to organisational needs.
- Work alongside teams to design and develop data collection methodologies.
- Undertake responsible data collection (including surveying) across diverse communities.
- Identify and source data from diverse internal and external sources, ensuring relevance and accuracy.
- Maintain compliance with ethical and legal guidelines regarding data acquisition and usage.
- Work with stakeholders to support research opportunities that benefit the not-for-profit and physical activity sector.

#### *Data management and analysis*

- Analyse local, regional and national data sets to process raw data into meaningful and actionable insights.

#### *Insights generation*

- Translate data findings into clear, compelling insights that inform decision-making and advocacy efforts across the organisation.
- Prepare material for insights reports, data dashboards and visualisations that communicate key trends, patterns and outcomes.
- Provide advice and insights to line manager to support advocacy communication activities and aims.

#### *Relationship management:*

- Foster collaborative relationships with partners to enhance data exchange and cooperative research efforts.
- Maintain relationships across a variety of functions and locations.
- Support the development of internal capability in data collection and analysis and advise on ethical research practices.
- Present findings to various audiences, adapting communication styles for technical and non-technical stakeholders.
- Ensure transparency and accessibility of data insights to drive stakeholder engagement and trust.
- Draw upon multiple relationships to exchange ideas, resources and know how.

### GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.

- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## SKILLS, EXPERIENCE & EDUCATION

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- Experience with a variety of data collection methods, both qualitative and quantitative.
- Skilled in analysing and interpreting data to produce meaningful insights.
- Self-starter with the ability to work both independently and as part of a team.
- Excellent communication skills, with the ability to synthesise complex information into clear, actionable messages (both written and verbal).
- Strategic thinker and outcomes focussed.
- Excellent relationship management skills and interpersonal communication.
- Knowledge of, and commitment to, Te Tiriti of Waitangi.