

Position Description

Job Title:	Senior Advisor – Monitoring & Evaluation
Location:	Auckland Region (Variable)
Reports to:	Community Sport Manager with a dotted reporting line to the Insights Manager

Active’s Vision, Mission, Strategic Priorities and Values: **Vision:** Auckland – the world’s most active city

Mission: To collaborate, set direction and provide regional leadership for our sport and recreation communities

Strategic Priorities:

- More Aucklanders More Active
- Stakeholder Alignment & Sector Development
- Spaces & Places

Values:

- **GUTSY/KIA MĀIA:** we make transparent, bold decisions in pursuit of our vision for Auckland
- **TEAM UP/KIA TŪ TAKITAHĪ:** we succeed by trusting and playing to each other’s distinctive strengths
- **RELENTLESS/KIA MANAWA PIHARAU:** we have the passion and perseverance to achieve our goals
- **GO HARD/KIA KAHA:** we work with intensity, urgency and vigour
- **PLAY IT STRAIGHT/KIA TĀKARO TŌTIKA:** we deal with the facts, focus on solutions, and treat everyone fairly and with integrity

Background:

Auckland is a complex multi-cultural environment with many challenges, but also unparalleled opportunities to increase and sustain participation in sport and recreation. This has led to the establishment of the strategic response known as the ‘**The Auckland Approach to Community Sport**’ which aims to create a world class community sport system in Auckland. Taking an ‘ask-not tell’ and ‘co-creation’ approaches, aligned to target populations and gender in geographic areas, the approach has been in place for two years, and support is now required to ensure that we fully understand the impact of this strategy.

Job Purpose:

The purpose of the **role** is to lead the development of Monitoring and Evaluation tools and resources, combined with the provision of capability development support to Aktive and its key delivery partners, i.e. **Sport Waitakere, Harbour Sport, Sport Auckland, CLM-Community Sport and College Sport**. Supporting the process of continuous learning and quality improvement to maintain effectiveness and ensure sustainability. Enabling a strong evidence base to demonstrate the impact of our work and inform strategic direction.

Although this role sits within the Community Sport Manager's team, it will however work closely with the Insights Manager to ensure a joined-up insights and evaluation approach across Aktive and its delivery partners. Ensuring that the Insights and Evaluation are consistently used to influence decision making.

Accountabilities:

Lead the development and management of the evaluation work programme. Specifically, this includes:

- **Monitoring & Evaluation Framework**, contribute to the updating of **The Auckland Approach - Monitoring & Evaluation Framework**.
- **Logic Framework**, establish logic frameworks that guide **The Auckland Approach to Community Sport** that clearly define objectives, outcomes, outputs, inputs and measures of success.
- **Data**, contribute to the development of a systematic approach regarding the collection of data to ensure ongoing and timely monitoring of impact.
- **Resources**, work with the Community Sport Engagement Managers Group and Insights Manager, to develop systems for using data and insights to provide ongoing feedback and support to improve practices.
- **Capability Building**, work with the Community Sport Engagement Managers' Group to determine capability needs. Spend dedicated time within each delivery partner organisation to continue to develop an evaluative culture.
- **Personnel Capability**, continue to grow your own capability, including the accessing of professional development support provided by Sport NZ.
- **Action Groups**, provide support to thematic action groups regarding the establishment and deployment of the most effective evaluation approaches to measure impact.
- **Delivery**, spend time in the field evaluating the impact of work on the ground.
- **Reporting**, contribute to the support and establishment of appropriate reporting templates and data for inclusion in reports to funders.
- **Communication**, maintain effective communications between all partners and wider sport and education sectors.

Reporting:

- **Reporting**, contribute to reports on behalf of Aktive as and when required.
- **Leaders Meeting**, provide updates to the Chief Executives' Leaders Group.
- **Community Sport Operational Leaders Team (CSOLT)**, be a member of CSOLT and provide updates as required.

Finance:

- **Funding Applications**, contribute towards funding applications as required.

Relationships:

Establish and maintain effective relationships with key stakeholders including e.g.

- Aktive (ensuring there is close alignment across key internal operational areas)
- The Auckland Approach Action Groups (e.g. Community Sport Engagement Managers, Coaching & Talent Development, School & Community, Sector Development) and the Chief Executive Leaders' Group
- Regional Sports Trusts
- CLM - Community Sport
- College Sport
- Sport NZ
- National and Regional Sport Organisations
- Organised Sport Action Group (OSAG)
- Auckland Council
- Tertiary organisations
- Healthy Auckland Together
- Other providers

Experience and Knowledge:

Essential:

- Minimum of 3 years' experience deploying monitoring & evaluation.
- Relevant qualification regarding evaluation.

Desirable:

- Experience of cross-cultural research and action research methods.
- Experience of systematically building capacity to understand and use evaluation.

Skills and Attributes:

- Strong self-awareness skills
- Relationship skills
- Acts with integrity.
- A practical understanding of evaluation methods and practices
- High levels of emotional intelligence skills.
- The ability to relate to people at all levels including senior management, chief executives, principals, boards and their trustees.
- Excellent verbal, written and presentation communication skills.
- Ability to lead, influence and advocate.

- Ability to work effectively autonomously and as part of a team.
- Strong analytical and problem-solving skills.
- Proactive, uses initiative.
- Customer-centric with a “can do” attitude.
- Resilient and able to cope under pressure.
- Strong planning, prioritising and organising skills.
- Technology literate.
- Ability to transform words into action.
- Knowledge of, and commitment to, the Treaty of Waitangi.

Other Duties:

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.