

# Position Description

## Kaiwhakahaere Raraunga Tirohanga / Director Data and Insights (Fixed term)

Manager	Chief Executive		
Location	Wellington		
Direct reports	2	Delegations	
Date	August 2022	Job band	21

### About Te Hīringa Mahara

Te Hīringa Mahara, formally known as the Mental Health and Wellbeing Commission, is an independent Crown entity with the objective to contribute to better and equitable mental health and wellbeing outcomes for people in Aotearoa New Zealand.

Te Hīringa Mahara is an organisation committed to being grounded in Te Tiriti o Waitangi. Not only do legal obligations require Te Hīringa Mahara to take account of Te Tiriti o Waitangi in its work, but is committed to enabling a system that achieves better and equitable mental health and wellbeing outcomes for Māori.

We are also required to seek the views of people who have experienced mental distress, people who have experienced addictions (or both), and the persons (including family and Whānau) who support them.

We are a new organisation established to provide system oversight and leadership in the transformation of our mental health and wellbeing system. We will contribute to better and more equitable mental health and wellbeing outcomes for all people in Aotearoa through monitoring and reporting, advice, and advocacy.

Further details can be found at [www.mhwc.govt.nz](http://www.mhwc.govt.nz).

During 2021, the organisation's vision, mission, values and strategy that gives direction to Te Hīringa Mahara into the future was developed. As this strategy is reflected in our approaches and work programme, this position description may be reviewed during 2022.

### Vision, Mission and Values

Our vision is: Tū tāngata mauri ora, thriving together.

Our mission is: Whakawateatia e tātou he ara oranga, clearing pathways to wellbeing for all

Our values are:

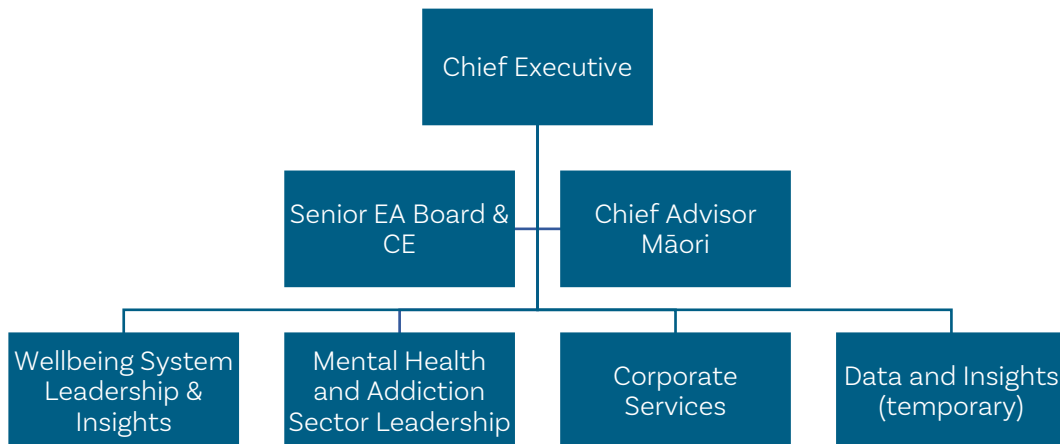
**Tūhonotanga** – we are inclusive, connected and stronger for it

**Māia** – we are courageous and speak up about what is important to people

**Māramatanga** – we learn by listening, seek knowledge, and use it for good

**Tika** – we are fair and respectful in supporting pathways to wellbeing  
**Aroha** – we work with compassion – we care about the work we do and the people of Aotearoa

## Organisational Structure



### Position purpose

This is a fixed term role to deliver focused progress on establishing the Commission’s data and insights function. In the Commission ideal operating model there is a dedicated data and insights team that works across the Commission. The role is currently combined with the Director Wellbeing System Leadership. Due to a need to add additional resource in this area due to the existing Director recovering from illness a fixed term Director role is being established.

The Director Monitoring and Insights will develop and implement the strategic approach for the data insights capability (both qualitative and quantitative) of the Mental Health and Wellbeing Commission (MHWC), including how this is positioned against other agency data insight functions. This approach will focus on data insights of strategic priority against the MHW Commission's functions.

The Insights team provides analytical support for groups in the Commission who monitor and report on the mental health and wellbeing of people in Aotearoa, the responsiveness of the mental health and addiction system and the contributions made by service providers.

We are an emerging thought leader in using Mātauranga Māori, analysis and insights to shape how our society thinks and talks about mental health and wellbeing. We see significant opportunity to use a range of analytical tools, approaches and resources, to shine a light on what’s happening, what’s working and what needs to change – and to provide a foundation for the Commission to fulfil its role as system leader.

## Key Accountabilities

### Te Tiriti o Waitangi

- As a member of the Leadership Team, contribute to the Commission's plan to be a Te Tiriti o Waitangi grounded organisation.
- Ensures all work is undertaken in accordance with Te Tiriti o Waitangi.
- Work in partnership with Māori to integrate a te ao Māori approach to the wellbeing system.

### Strategy and Planning

- Contribute to the creation and implementation of the strategic vision and plan for the Commission in collaboration with the Chief Executive, other members of the Leadership Team and staff.
- Keep up to date with the external environment and ensure the Commission is positioned well to meet future challenges.
- Lead and have oversight of team workplans and budgets to ensure the Commission delivers its strategy.

### Leadership

- Demonstrate collective and collaborative leadership of the Commission.
- Lead and influence improvement to the mental health and wellbeing system to deliver better and equitable outcomes for people who use the system.
- Actively contribute as part of the leadership team to invest in the engagement, wellbeing and performance of staff.
- Ensure the organisation, through its ways of working, systems, processes and decision-making, takes into account and respects the diversity of contributions.

### Culture and People Leadership (includes diversity and inclusion)

- Lead by example and set the standards for the culture and values of the Commission as an organisation grounded in Te Tiriti o Waitangi.
- Promote a productive and engaged workforce by fostering an open and inquiring approach to our work which welcomes innovation and improvement.
- Ensure the Commission has the required workforce capability through recruiting, retaining and developing high-performing staff and providing a work environment that enables people to work at full scope.
- Ensure there is a clear vision for the team that it is where a diverse mix of talented people want to come, stay and do their best work. Diversity of race, gender, sexual orientation, religion, ethnicity, national origin and the other human characteristics that make us different.
- Set staff performance development plans that are aligned to the Commission's strategy and values and provide regular feedback and coaching to staff.

- Include the safety, health and wellbeing of our people as part of decision-making and promote the Commission's health, safety and wellbeing framework.

### Operational Management

- Collaborate with others to ensure all work is well planned and takes strategic and tactical approaches to achieve results and high quality outcomes.
- Develop, implement and embed appropriate structures that are fit for purpose and optimise available resources. Ensure delivery to the agreed programmes of work on time, within budget and always achieving a high standard of work.
- Continually review, monitor and measure team performance to identify areas for improvement.
- Ensure an effective and open flow of information occurs both vertically and horizontally within the organisation and operate on a no surprises basis.
- Actively and prudently manage resources, including people and third party contracts, in accordance with agreed financial plans, organisational policies and procedures, and agreed delegations, contributing to sound and robust financial management for the organisation.
- Ensure Ministerial enquiries, Parliamentary Questions, Official Information Act requests and other correspondence, such as contributions to Board papers, are responded to within prescribed timeframes and quality standards.
- Ensure there are reporting processes to ensure timely, accurate and useful reporting is provided for the Board, CEO, Leadership Team and staff to make sound decisions.
- Strategic and operational risks are identified and managed effectively, including mitigations and escalated appropriately.

### Data and Insights

- Provide strategic leadership on the Commission's ongoing development and use of quantitative and qualitative analysis on a sector/Government level to gain insight and advance our understanding of mental health and wellbeing
- Provide thought leadership at a system level for the use of data and analytics to shape how Aotearoa New Zealand talks about and measures changes in mental health and wellbeing considering the velocity and variety of data collected
- Build and maintain relationships with other agencies who have health and wellbeing data insight functions and agencies such as StatsNZ on their data investment plans
- Ongoing development, implementation and maintenance of a roadmap for how the MHWC can regularly report against frameworks. This includes considering the cycle and type of reporting for a diverse range of audiences (e.g. use of dashboards, snapshot reports, annual reports).

- Lead the establishment of essential data information technologies to enable regular reporting against frameworks.
- Set-up/manage any data sharing agreements with relevant agencies to support regular and timely access to data and other information needed to report against frameworks
- Advance action to address system data gaps and encourage continuous data improvement, monitoring performance against frameworks strategically influencing the action of recommendation
- Seek to develop and influence on a national/sector level the collaborative coordination of data collection while respecting Maori data sovereignty.
- Update frameworks so they maintain their status as relevant and current including the indicators and measures used within the frameworks.
- Lead high quality integrated approaches to analysing and communicating data to a broad range of audiences and stakeholders.
- Identify opportunities for continuous improvement of access to data, data collection, analysis and reporting in the health and wider social sector, recommend practical solutions
- Act as a liaison to other agency teams, regional networks and the wider sector to ensure resolutions occur at the source of data quality issues
- Ensure the Chief Executive and Board receive high quality advice and support

## Health, safety and wellbeing

At Te Hiringa Mahara we expect all of our Individual Contributors to:

- Help maintain a safe working environment by complying with and supporting all health and safety policies, guidelines and initiatives
- Know what to do in the event of an emergency or if a health and safety incident or near miss occurs
- Know how to keep yourself and others safe at work from hazards and risks relevant to your role

## Key relationships

The Director Data and Insights has a key role in developing and maintaining effective working relationships with internal and external stakeholders.

### Internal

The Commission Board  
Leadership Team colleagues

### External

Ministry of Health  
Other social sector agencies (particularly MSD, Justice, Education, Oranga Tamariki, Social Wellbeing Agency)  
Statistics NZ  
Other data collection agencies

## Person specification

- Significant previous successful experience in data / analytics at a senior level in a government Ministry or other government agency.
- An understanding of Te Ao Māori and how this applies for data collection and analytics.
- Relevant professional qualification across mathematics, statistics or similar and/or equivalent experience operating as a lead data expert.
- Previous experience in developing and implementing data management capabilities (qualitative and quantitative) at a senior across organisation level.
- An understanding of Te Tiriti o Waitangi, Māori tikanga and Māori environments or a strong desire to further develop your experience in this area.
- Proven ability to consult with internal and external stakeholders to create effective digital or analytical solutions and support delivery and operation of these services.
- A strong understanding of how to bring together data from across multiple platforms to deliver sophisticated analytics.
- Previous experience in the establishment and embedding of organisational systems and processes.
- Excellent organisational skills along with the ability to think ahead, use initiative, establish priorities and meet deadlines whilst preserving the highest levels of accuracy and confidentiality.
- Excellent interpersonal, oral and written communication skills and the capacity to manage relationships at all levels, including with senior Ministry officials and with health sector leaders.
- Experience managing a team's capability and capacity to deliver on current and future work priorities.
- A first-hand experience or strong interest in supporting those who have lived and are affected by mental illness, distress and/or addiction would be highly valuable

## Diversity and Inclusion

Te Hiringa Mahara welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

## Key Competencies

**Commitment to purpose** - is committed to the organisation's goals and strategies, and understands the socio-political context in which it operates

**Te ao Māori** - has the skills, understanding and confidence to work in true Te Tiriti o Waitangi partnership with Māori, as set out in the Te Arawhiti capability framework.

**Collaboration** - builds and maintains highly effective working relationships with stakeholders and partners.

**Teamwork** - builds and maintains highly effective working relationships with colleagues within the Commission.

**Impact & advocacy** - is committed to creating system transformation and understands how to prioritise for greatest impact.

**Delivering results** - sets objectives, plans and organises activities and resources to achieve results.

**Analysis & judgement** - uses logical thinking and analysis to clarify and resolve problems and make decisions.