

## Position Description

### Position Information

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Position: Research & Evaluation Specialist  
Location: Auckland  
Reports to: Finance & Administration Manager

### Purpose

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- Support the MHF's role in using and promoting best practice and thought leadership by providing research and evaluation expertise to support development, delivery and evaluation of the MHF's health promotion programmes
- Ensure a professional effective and timely resource and information service is provided to MHF staff and external stakeholders.

### Key Relationships

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#### Internal

- Information Management Specialist
- Publications Coordinator
- Enquiry Services Coordinator
- Chief Executive
- Managers
- Communications and Marketing
- Community Engagement and Health Promotion
- Māori Development
- Administration

#### External

- Researchers and evaluators in mental health, Māori health, discrimination, suicide and stigma prevention and other related fields
- Research and evaluation contractors
- Government agencies and ministries
- NGOs in mental health and related fields
- Mental health and public health service providers e.g. DHBs, PHOs
- General public

### Responsibilities

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- Provide research and evaluation expertise to support delivery of the MHF's health promotion activity (which includes a range of campaigns and programmes based on community engagement, social marketing and advocacy)
- Undertake literature scans and reviews for MHF projects and programmes and support project teams to identify implications of research for the design, delivery and evaluation of their activities.

- Provide research and analysis on key advocacy issues and produce briefings and background reports
- Implement training and ongoing learning systems for MHF staff to support research literacy and knowledge of best practice e.g. journal club
- Maintain software and communication systems for staying informed about relevant research and sharing with MHF teams and staff, working with the Information Management Specialist
- Support project teams to design and implement robust evaluation of their work.
- Design and advise on the design of monitoring and evaluation instruments (e.g. SurveyMonkey questionnaires).
- Lead monitoring, evaluation and reporting of the resource and information service's activities.
- Manage contract suppliers of research and evaluation services to the MHF.
- Support development and implementation of organisation-wide monitoring and evaluation frameworks and systems, working with the Research, Development and Advocacy Manager.
- Actively network with local researchers and evaluators to build relationships and knowledge of current mental health research
- As required (managed by the Enquiry Services Coordinator), respond to public information enquiries via web chat, email, telephone and/or face to face.
- Assist with the day to day operation of the resource and information service including planning, reporting and hosting visitors.
- Record and collate statistics for enquiries to support funder and Board reporting, to inform programme and campaign delivery, to inform the MHF's systemic advocacy work, and to identify met needs and gaps in the information service.
- Provide input into strategic and operational planning as required.
- Promote through personal commitment and actions a safe and healthy workplace for all MHF employees.

## **Person Specification**

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### **Qualifications**

Relevant Masters degree, or Bachelors degree and equivalent experience working with research and evaluation in mental health promotion or in an associated field.

### **Knowledge**

- Knowledge of research and evaluation methodologies
- Ability to read and critique research in mental health and associated fields
- A good understanding of and commitment to Te Tiriti o Waitangi and its application
- An understanding of the cultural diversity of New Zealand and a commitment to incorporate this into MHF information and research
- An understanding of the public and mental health sectors, including associated government agencies, in New Zealand
- Some working knowledge of New Zealand human rights legislation and mental health law
- Understanding of the social model of disability.

## **Experience**

- Proven experience of preparing research, evidence and analysis information for a range of audiences
- Experience working in public health, social policy or related areas
- Experience with setting up data collection and management systems, and associated privacy protocols for data storage.
- Experience of working in relation to mental health issues in either the mental health sector, education, social development or other relevant sectors
- Experience writing progress reports to a funder or Board

## **Skills**

- Reference and information retrieval experience and competencies
- Strong research literary and online information literacy skills
- Survey design and programme evaluation skills
- Understanding a range of research tools, and ability to match research tools to type of data and information required
- Statistics collation, data analysis and interpretation
- Good organisational and time management skills, including ability to prioritise
- Computer literacy including using online search tools, Microsoft Office and reference management software
- An ability to deal empathetically with those seeking information and a consideration for the unique nature of the organisation and its work
- Excellent interpersonal skills
- Flexible and adaptable
- Able to work with minimum supervision
- Proven research skills with the ability to provide information for use in programme and/or resource development relevant to a range of audiences
- Excellent written and verbal communications and presentation skills

## **Attributes:**

- High personal and professional standards
- Values support the principles of the MHF
- Demonstrates enthusiasm, commitment and passion for the organisation, staff and stakeholders
- Ability to juggle a number of competing initiatives
- Resilience i.e. comfortable, confident and capable of dealing with sensitive information requests by phone or in person
- Flexible approach to working and work delivery mechanisms
- Committed to supporting the role and involvement of people who experience mental health issues.



<p><b>Education and Qualifications –</b> starting with the most recent and working backwards, list tertiary and secondary education institutions you have attended and qualifications received.</p>	<p>1. Name of educational institution: Enter educational institution here</p> <p>Qualification received e.g. degree, diploma, certificates, university entrance (subjects), NZCE passes, school certificate:</p> <p>Enter qualification details here</p>
	<p>2. Name of educational institution: Enter education institution here</p> <p>Qualification received e.g. degree, diploma, certificates, university entrance (subjects), NZCE passes, school certificate:</p> <p>Enter qualification details here</p>
<p><b>Qualifications</b></p>	<p>Do you have any other qualifications/certificates/licenses/or attended any relevant courses? (Give details):</p> <p>Enter any other relevant qualification details here</p>
<p><b>Languages</b></p>	<p>If you can hold an everyday conversation in a language(s) other than English, please detail:</p> <p>Enter languages spoken here</p>

	<p>Have you ever worked for this or an associated organisation before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details: Enter any relevant information here</p> <p>Do you have secondary employment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details: Enter any relevant information here</p>
<b>General</b>	<p>Briefly describe why you are interested in working for the Mental Health Foundation</p> <p>Enter any relevant information here</p>
	<p>If your application is successful, when could you commence employment? <u>Enter date</u></p>
	<p>Are you prepared to work outside of standard working hours and/or weekends from time to time, if required to do so? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Do you have any present criminal convictions, not including any concealed under the Clean Slate Act? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Are you awaiting the hearing of charges in a civil or criminal court of law? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Do you have a current driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what class: Enter any relevant information here</p>
	<p>Do you have any demerit points or endorsements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Do you have any legal proceedings against you pending? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<b>Health</b>	<p>Do you have any health related issues that may impact on your ability to perform the responsibilities/tasks listed in the Job Description for the role that you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details: Enter any relevant information here</p>
<b>Privacy Act Consent</b>	<p>Do you consent to the Mental Health Foundation retaining the information contained in this application form for the purposes of considering your suitability for any other position which may arise with this organisation in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p><b>Referees</b></p>	<p>Give details of at least two work-related referees – they should be line managers to whom you have reported in your current and previous roles.</p> <p>1) Name: Enter name of referee here</p> <p>Position, title and company: Enter the position and company that the referee work/ed for</p> <p>Daytime Telephone No. (landline): Enter landline no. here (mobile): Enter mobile no. here</p> <p>2) Name: Enter name of referee here</p> <p>Position, title and company: Enter the position and company that the referee work/ed for</p> <p>Daytime Telephone No. (landline): Enter landline no. here (mobile): Enter mobile no. here</p> <p>3) Name: Enter name of referee here</p> <p>Position, title and company: Enter the position and company that the referee work/ed for</p> <p>Daytime Telephone No. (landline): Enter landline no. here (mobile): Enter mobile no. here</p>
<p><b>Consent to Contact Referees</b></p>	<p>I, Enter your fullname here , (full name) consent to the Mental Health Foundation seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the MHF for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the MHF is supplied in confidence as evaluative material and will not be disclosed to me.</p> <p><b>Signed:</b> Enter your name here as a signature <b>Date:</b> Enter the date here (The inclusion of your name in the “signed” area above will be deemed to confirm the above consent)</p>
<p><b>Declaration</b></p>	<p>I, Enter your full name here ,(full name) declare that to the best of my knowledge the information provided in this application and as part of recruitment and selection is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated.</p> <p><b>Signed:</b> Enter your name here as a signature <b>Date:</b> Enter the date here (The inclusion of your name in the “signed” area above will be deemed to confirm the above declaration)</p>