**Position Title: Social Policy & Research Specialist**

**Service: Tauihu Office**

**Reports to: Director of Partnerships**

**Task Management**

* Leading policy and research projects and workstreams to the discretion of the CEO, DCE and Executive team in line with the organisation’s purpose and vision.
* Taking the lead writer role for RFP’s, EOI’s, and any other government tenders in line with the strategic goals of the organisation

**Key Tasks**

Supporting the overall capability of the Executive to respond to emerging whānau policy issues and trends in Aotearoa New Zealand, and influence domestic policy and resource allocation to bring positive change for whānau in New Zealand.

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| **Key Tasks** | **Details** | **Expected Outcomes** |
| Lead policy and research projects | Leading policy and research projects and workstreams to the discretion of the CEO, DCE and Executive team in line with the organisation’s purpose and vision. | Policy statements are researched, written, and kept up to date for all service lines of the trust and areas of interest  To prioritise papers and reports for the CEO, DCE and Board and deliver at a high standard and on deadline |
| Lead Writer | Taking the lead writer role for RFP’s, EOI’s, and any other government tenders in line with the strategic goals of the organisation | Government papers for collectives that Visionwest participate in are reviewed, edited and contributed to within agreed timelines  Government proposals of organisational significance are written and delivered on time according to the CEO, DCE and Director of Partnerships requirements |
| Monitoring the local political environment | Maintaining oversight of emerging policies, funding, trends, risks and other developments in relation to housing, health, poverty and other social issues relevant to the Trust. | To research and study models of practice and programmes locally and internationally that may be of benefit in shaping Visionwest service and programme design |
| Develop policy advice | Critically using data, evidence, and information from multiple sources to develop policy advice to the CEO and DCE, and on behalf of the CEO and DCE | Community Development and Social Justice frameworks are imbedded in any service design, analysis, review and evaluations. |
| Develop proposals | Develop proposals for research to fill evidence-gaps in the organisation’s priority areas using community development and social justice frames as a reference point. | To prioritise papers and reports for the CEO, DCE and Board and deliver at a high standard and on deadline |
| Trainings | Support trainings, briefings, proposals and discussions on whānau facing programmes and policy, and producing reports in line with agreed strategies. | Coalitions are formed within the trust to gather information and evaluations of key work streams to inform practice in the future |

*This Task list is not fully comprehensive. The role will be required to carry out other tasks of a similar nature as well as different tasks that support the team and service objectives, and that are within role holder’s level of competency.*