



SHAPING AN
AWESOME
HAMILTON

SENIOR RESEARCH AND INSIGHTS ADVISOR

PARTNERSHIPS, COMMUNICATION AND MAAORI

WHY WE ARE HERE

To improve the wellbeing of Hamiltonians, we need to become the leading community-focused Council, so Hamilton's full potential can be unlocked – making it the best place to live.

The following values - kia urutau /adaptability, kia ngaawari / simplicity, kotahitanga / inclusiveness, kaitiakitanga /guardianship, and kia manawanui /ambition are what make our thinking and mindset unique to Hamilton, so we need people on our team who understand that this value-driven thinking and mindset is the foundation of their performance. Our people are at the heart of everything we do.

WHY THIS ROLE EXISTS

This position sits within the Partnerships, Communication and Maaori Group. The purpose of this group is to partner with Maaori and our community.

WHAT YOU WILL DO

Reporting to the Communication and Engagement Manager, you will be responsible for the delivery of community insights to inform elected members and decision makers.

Reports to	Communication and Engagement Manager
Responsible for (total number of staff)	0
Delegation	\$
Budget	\$

KEY OUTCOMES

Some of the **key outcomes** for this role include:

- Develop a strategic approach to give direction to the community insights function.
- Set standards for community engagement research to ensure the information and data collected is managed and used appropriately.
- Provide best practice advice to project owners on research design, engagement platform, and analysis method to support community insights being factored into decision making.
- Ensure comprehensive insight reports are provided to business owners, and present these in public forums where appropriate, including to elected members.
- Liaise with external suppliers on procurement and execution of third-party surveys.
- Mentoring and coaching of other research and insights staff.
- Utilise AI tools to enhance data analysis and insights generation while maintaining ethical standards.
- Support the leadership team to drive expectations and standards with other members of the unit.

Contribute to special projects as required.

You actively work at being the 'best version of you' and your mindset and behaviors have a positive impact on others.

YOU BRING TO THE ROLE

- Graduate degree in social science discipline or similar, with grounding in qualitative research.
- Minimum of 5 years experience working with quantitative and qualitative data collection methods.
- Demonstrated ability to work with stakeholders.
- Highly developed interpersonal and communication skills, with the ability to navigate differing expectations, timeframes, and priorities.
- Ability to apply judgement and initiative to solve varied problems.
- Strong project management skills including ability to drive multiple end-to-end projects simultaneously.
- Refined written and oral presentation skills.
- Strong understanding of privacy and research ethics.
- Knowledge of Local Government environment preferred.

HEALTH AND SAFETY

- All of our people have a responsibility for their own and others health and safety. This includes following all health and safety policies and procedures, including reporting events and hazards, and participating in health, safety and wellbeing initiatives and programmes as required.

CIVIL DEFENCE

- Completes Civil Defence training and participates in events as required.

HOW YOU WILL DO THIS

Our team culture is critical to our success. It's vital everyone who joins our team is an ambassador for our values, so together we can drive the best possible outcomes for our community.

YOUR MINDSET, SKILLS KNOWLEDGE, AND EXPERIENCE