# Information Analyst

## New Zealand Search & Rescue Secretariat

The NZSAR Council was established by Cabinet in February 2003. The Council provides high level strategic governance to all search and rescue agencies in New Zealand and its functions are to:

1. Provide strong strategic co-ordination for all search and rescue in New Zealand
2. Provide strategic policy advice to government
3. Be responsible for developing and maintaining a New Zealand search and rescue plan
4. Be responsible for establishing a New Zealand search and rescue vision, mission and goals.

The NZSAR Secretariat is hosted by the Ministry of Transport (MoT). The Search and Rescue Training Coordinator will be expected to work in a manner consistent with Ministry policies while maintaining focus on delivering NZSAR Council’s goals.

* Reporting to: Secretariat Manager, New Zealand Search and Rescue
* Location: Wellington

New Zealand Search and Rescue Outcome and Values:

New Zealand Search and Rescue (NZSAR) will ensure New Zealand has effective Search and Rescue survives for people in distress throughout New Zealand’s Search and Rescue Region in order to save lives.

The person in need of our services is our focus. We want to prevent incidents from occurring but if they do, we work to minimise harm and provide assistance to those in distress. As a sector we:

* Have a strong **community service** ethic;
* **Communicate and engage** openly and effectively
* **Collaborate and cooperate** between individuals, teams and organisations; and,
* **Respect** individual, teams and organisations.

How we do things – our values

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| **INVESTED** | We are committed and responsible |
| **BOLD** | We are courageous, shaping our place in the world |
| COLLABORATIVE | We are connected and journey with others |

What you will do to contribute - key responsibilities

This role is responsible for:

* Coordinate NZSAR information systems, research and surveys. Undertake analysis of SAR data using appropriate methodologies to create new or updated insights and evidence.
* Maintain an informed system which provides assurance on the capability, robustness and risks within New Zealand’s search and rescue sector. Analyse current system and processes to advise and leverage current sector processes in place.
* Apply innovative, practical and robust data analyses of SAR issues to provide authoritative insights and advice.
* Build and maintain sound relationships with SAR and other stakeholders including contractors.
* Manage delegated National SAR Support Programme activities and programmes including contractor management when required.
* Organise and lead delegated SAR forums.
* Undertake other tasks as requested.

Your health, safety and wellbeing

At MoT we expect all employees to:

* Work safely and take responsibility for keeping self and colleagues free from harm
* Report incidents and hazards promptly
* Know what to do in the event of an emergency
* Ensure personal health and safety standards are adhered to when at work or offsite when working

Who you will work with to get the job done

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| --- | --- |
| **MOT/NZSAR** | Secretariat Manager  NZSAR Team  MOT Finance and Legal teams |
| **SAR Sector** | Rescue Coordination Centre NZ  NZ Police  Land Search and Rescue  Coastguard NZ  Surf Life Saving NZ  Fire and Emergency NZ  Others as identified |
| **External** | Ministry of Civil Defence and Emergency Management  Department of Prime Minister and Cabinet  NZ Qualifications Authority  Tertiary Education Commission  Ministry of Education  Others as identified |

What you will bring specifically

**Important**

* Ability to work collaboratively with stakeholders to determine requirements, obtain data and information, develop methodologies and communicate results
* A demonstrated ability to think conceptually, and to translate ideas into evidence-based insights and reports
* Strong background and experience in data science, data preparation, data management and research.
* A strong understanding of the practical application of research methodologies, survey methods, statistics and report preparation
* A strong understanding of data, databases, GIS analytical tools and data collation tools.
* Sound project management skills
* Ability to collaborate in a multidisciplinary team

**Desirable**

* Experience with the provision of systemic assurance
* An understanding of finance and/or accounting collation and reporting
* Confidence in sharing information in public settings.

**Useful**

* An understanding of the SAR sector and/or voluntary agencies

Individual Capabilities

In order to be successful in this role, the following individual capabilities are required:

* **Approachability**

Is easy to approach and talk to; spends the extra effort to put others at ease; is sensitive to and patient with others; is able to get informal and incomplete information in time to react

* **Customer focus**

Is dedicated to meet expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services

* **Ethics and values**

Adheres to an appropriate (for the setting) and effective core set of beliefs during both good and bad times; acts in line with those values; practices what s/he preaches

* **Integrity and trust**

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate manner; keeps confidence; admits mistakes; doesn’t misrepresent him/herself

* **Managing and measuring work**

Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work

* **Organising**

Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently

* **Planning**

Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and plans for roadblocks; evaluates results