

Position Description

Position title	Business Affairs Executive, NZ On Air
Reports to:	Television Manager
Functional Relationships:	Television Funding Coordinator and Executive Assistant (TV) Chief Executive Chief Financial Officer and Accountant NZ On Air Board Funding recipients Broadcasters & other funders
Staff Responsibilities:	Nil

Position Summary:

- 1 Support the Television Manager by efficient and effective drafting, negotiation and execution of production funding agreements
- 2 Responsible for management systems supporting TV operations including board agenda management (TV funding papers), contract and compliance management, production progress oversight, and policy development as required
- 3 Assist the Television Manager to research funding proposals and prepare advice for the NZ On Air Board.
- 4 Provide in-house legal advice regarding other aspects of NZ On Air's work as required and manage outsourced legal advice where necessary
- 6 Deputise for the Television Manager as required

Key Objectives	Performance indicators/outcomes
Legal and compliance	<ul style="list-style-type: none"> • Oversee robust contracts management processes for funding proposals approved by the NZ On Air Board • Draft agreements and seek external legal advice as required • Ensure contracts are legally robust and in accordance with relevant legislation • Ensure appropriate measures and reporting requirements are incorporated in the contract to ensure that the recipients of funding attain the required standards of performance and accountability • Devise and oversee systems which measure and track contracting, budget and production progress, advising the Television Manager of deviations and consulting with producers as necessary • Provide high quality general legal advice and opinions as required
Funding policy and administration	<ul style="list-style-type: none"> • Design and manage robust contract compliance and reporting practices for funded companies, consulting and advising the TV Manager and CFO as necessary • Maintain up to date oversight of projects in development and production and any issues being encountered • Oversee compliance processes for all delivery requirements • Assist with development of funding policy as required • Draft Board papers and assist in the research of funding proposals including budget analysis, assessment of likely production quality and proposed production team, and assessment of the relevance of the proposal to Broadcasting Act criteria and NZ On Air's Statement Of Intent • Develop new reporting systems and NAV database processes to enhance efficient information retrieval and management • Oversee sales income policy, compliance and reporting
Communication	<ul style="list-style-type: none"> • Maintain a high standard of report analysis and presentation • Maintain and develop a strong team service culture that supports colleagues to undertake their tasks efficiently and professionally • Ensure timely and effective communication of information • Develop and promote effective working relationships with external stakeholders, particularly broadcasters and producers • Liaise with Chief Executive and Chair as required
Health and Safety	<ul style="list-style-type: none"> • Display commitment through actively supporting all health and safety initiatives • Ensure own and others safety at all times • Complies with policies, procedures and safe systems of work Reports all incidents/accidents, including near accidents in a timely fashion

Competencies required for role

Leading & Motivating:

- Articulates a compelling vision for their part of the organisation
- Makes it clear how work fits into the overall business direction and strategic priorities
- Motivates and inspires colleagues to always do their best
- Promotes a positive attitude towards change
- Encourages teamwork and co-operation between all staff
- Promotes and models a strong stakeholder focus

Communication & Relationship Skills:

- High level analysis and report-writing skills
- Has a customer service approach
- Promotes a credible image and inspires confidence
- Actively shares information, ideas and experience with others with enthusiasm and good humour
- Works to build trusting relationships with key stakeholders
- Communicates sensitive messages or disagreements with tact and diplomacy
- Treats people with respect and courtesy
- Brings conflict into the open and facilitates resolution
- Encourages the constructive expression of differing and opposing views

Decision-Making:

- Effectively balances key priorities when making business decisions (i.e. financial, stakeholder, internal processes, and learning and growth)
- Confronts problems early, before they get out of hand
- Has a problem-solving approach to issues
- Makes tough, pragmatic decisions when necessary
- Reads the situation and looks at problems from many angles before making decisions
- Always consults with relevant stakeholders before taking action
- Takes an organisation-wide perspective on issues, rather than thinking solely about their area
- Constantly strives to make improvements to service systems and processes (e.g., to get things done better, more cost effectively, faster)
- Recognises the impact of broader issues and emerging trends on their area of responsibility

Taking Accountability:

- Acts ethically and with the highest integrity
- Takes personal responsibility for making things happen; is a self-starter
- Reinforces NZ On Air values with others and leads by example
- Is open and honest with others
- Actively pursues self-learning and development

Technical:

- A good law degree
- Demonstrated interest in media
- Demonstrated sound understanding of relevant legislation
- Appreciation of the wider broadcasting and public sector environment