



Whakaahuatanga o te tūnga mahi | Role description: GDSR Programme Manager | Kairuruku Kaupapa

Tuku Ripōata | Reporting to: GDSR Programme Director

Tīmatanga | Effective from: Fixed-term, Present – September 2027

Wāhi Tari | Location: Wellington, New Zealand | Te Whanganui-a-Tara, Aotearoa

We're on the lookout for a Programme Manager to become part of our wonderful new Game Development Sector Rebate team (GDSR) here at Irirangi Te Motu | NZ On Air. In this role, you'll be at the forefront of our efforts, engaging in thorough research, gathering valuable feedback, and leveraging data and industry insights to fine-tune our processes, steer our strategic vision and administrate the GDSR. Additionally, you'll nurture relationships within the games industry, supporting the needs of New Zealand developers, and collaborate with us to foster a more inclusive and accessible environment. So, if you're enthusiastic about supporting the growth of the game development sector and have the skills to make a difference, we'd love to chat with you!

He aha ngā momo mahi mōu | What you'll do in this role:

- Assist with managing GDSR operations, including evaluating applications, refining assessment processes, communicating with applicants, and developing, reviewing, and updating our fund processes, guidelines and templates.
- Communicate directly with game studios one-on-one, offering guidance and information to support their applications.
- Assist with the planning and development of various workshops and initiatives from end to end.
- Conduct research and analysis to inform policy and programme activities, contributing to the future development of the GDSR, including investigating best practice rebate structures worldwide.
- Take an active part in building a friendly team environment where colleagues collaborate well, work efficiently and uphold professionalism.
- Ensure high performance throughout the organisation through timely, effective and regular collaboration, and sharing of learning and knowledge.
- Contribute to regular team meetings to ensure communication is effective and foster a positive, supportive and highly functional team culture.
- Champion NZ On Air's culture and values and inspire colleagues to deliver exceptional work.
- Understand and champion accessibility initiatives, showcasing dedication to ensuring inclusivity and accessibility in our service.
- Assist in the development of inclusive strategies for Māori game developers, playing our part in fostering equitable pathways and opportunities within the games industry.
- Oversee administrative tasks and record-keeping as part of our assessment and funding processes, along with contributing to the preparation of accurate financial and government reports and briefings for MBIE, the Board, senior management and key stakeholders.

- Collaborate with the New Zealand Game Developers Association, Centre of Digital Excellence, Ministry of Business, Innovation and Employment, and all other stakeholders to develop a supportive ecosystem for the games industry.
- Stay ahead of games industry trends through research and analysis.
- Ensure all health, safety and wellness policies, practices and initiatives are adhered to.

Given the dynamic nature of our work, the duties and responsibilities outlined in this role description are subject to occasional change to align with the agency's evolving needs. Therefore, the person in this role is expected to suggest and/or be adaptable to changes in the role and its description over time.

Ko ngā pukenga me ngā wheako e hiahia ana mātou | The skills and experience we're looking for:

- 5+ years of experience in a comparable position, demonstrating a solid foundation in the responsibilities and challenges inherent to the role.
- Proven ability to work effectively with others and experience in leadership roles, showcasing the capacity to motivate, guide and inspire teams toward achieving common goals. You encourage colleagues to always do their best and inspire teamwork and collaboration. Further, you promote and model a strong stakeholder focus.
- You are proficient in developing processes, and using analytical, quantitative and/or data science methodologies, enabling effective problem-solving and informed decision-making.
- You have a track record of effectively communicating complex concepts and processes using clear, concise language that is easily understandable to a broad audience. This skill is essential for facilitating collaboration across diverse teams and ensuring alignment on strategic objectives.
- You can share information, ideas and experience with others with enthusiasm and good humour, while building trust in your team and with stakeholders. You have an ability to communicate effectively while being respectful, diplomatic and courteous.
- You balance key priorities effectively when making business decisions. You confront problems early and you make pragmatic decisions when required. When issues arise, you can take an organisation- and industry-wide perspective.
- You are a self-starter who takes responsibility for making things happen. You act ethically and with integrity and you are honest and open in your approach, reinforcing the NZ On Air values.

Tērā pea He pūkenga ōu | Your skills may also include:

- If you've previously worked in the NZ game development industry, you'll bring valuable insights and understanding of the unique dynamics, challenges and opportunities within this sector. Proficiency in accounting or law would be beneficial in various aspects of our operations, such as financial management, compliance and legal matters. If you have a background as a Producer, Product Manager or Operations Manager, you will likely possess strong leadership, organisational and project management skills. An interest in the media environment and curiosity about media trends, technologies and innovations, demonstrating alignment with our industry and the broader context in which we operate.
- A commitment to working in an organisation which supports the Crown as a Treaty partner and honours its Te Tiriti o Waitangi obligations, reflecting the values of partnership and equity. ,

- A genuine connection with Te Ao Māori. If this is something that speaks to you, we'd value your connection and understanding of Māori culture, language and perspective to help us, not only be great Te Tiriti partners, but also to empower Māori in this sector.

Ōu te rourou | What we can offer you:

- A lovely group of skilled and enthusiastic team members for you to work alongside. You'll find yourself in an environment that fosters creativity, innovation and mutual support.
- We believe in continuous learning and growth. That's why we provide development opportunities that can be used for attending conferences, workshops, online courses, and other learning opportunities relevant to your role and career development.
- You'll also have access to a support structure, including regular one-on-one meetings with your manager to discuss your progress, address any challenges and set career goals. Our focus is on your growth and success within the organisation.
- Team connection is important to us. We organise regular team activities to strengthen our bonds and foster a positive work environment. Whether it's team lunches, outings or attending some of the amazing events put on by the industries we support, there are plenty of opportunities to connect outside of work.
- We understand the importance of work-life balance. Our flexible workplace policy allows for optional work-from-home days, and ability to work school-hours, giving you the flexibility to manage your schedule and personal commitments more effectively.
- Interested in learning Te Reo Māori? We offer staff optional Te Reo lessons and yearly Te Tiriti training to encourage skills that help support the promotion of te reo and tikanga Māori. We value our Māori staff and support them to embrace their Māoritanga. Located in the heart of Te Whanganui-a-Tara, our office is surrounded by some of the city's finest eateries and cafes. Enjoy easy access to delicious food options for your lunch breaks or after-work gatherings.

He kōrero e pā ana ki Irirangi Te Motu | About NZ On Air

Irirangi Te Motu | NZ On Air is a public media entity created to increase the diversity of local content available to New Zealand audiences. Our prime statutory objective is to reflect and develop New Zealand identity and culture.

At NZ On Air, we also value having a work culture where our team members can thrive both professionally and personally. We have a talented and friendly team, ample opportunities for professional development and a supportive atmosphere that fosters creativity.

Equity and representation are at the heart of our values, and we believe in building a team as rich and diverse as the audiences who enjoy the content we support. We celebrate differences in abilities, gender identities, sexual orientations, ethnic backgrounds, and all facets of culture and identity. Diverse voices are vital and valued at NZ On Air as we seek to provide a nurturing environment for all. .

If there is anything we can do to allow for easier participation in the interview process, please let the team know.

[He kōrero e pā ana ki Irirangi Te Motu | About NZ On Air](#)

NZ On Air is a public media entity created to reflect and develop New Zealand identity and culture. Our mandate includes specific instruction around ensuring diverse, traditionally underserved audiences are provided for, and promotion of Māori language and culture.

[Mātau Whanonga Pono | Our Values](#)

Our values are what is important to us collectively as an agency. That means going back to our values to hold ourselves and others accountable, to lean on when we have to make hard decisions and guide us as we plan for the future. They are:

Manaakitanga | Care

- We put people first – our staff and stakeholders.
- We treat everyone with mana and respect.
- We are inclusive, supportive, and empathetic.

Kaitiakitanga | Guardianship

- We understand the responsibility of enabling and nurturing creativity/content creators.
- We ensure the taonga we fund authentically reflect and serve Aotearoa.
- We are professional and transparent in our decision-making.

Maia | Courage

- We know what we are here to do and will take purposeful risks to get there.
- We are brave; we act with integrity when we have to make hard decisions.
- We have the confidence to lead change where it is needed.

Excited at the idea of joining us? If so, please send your CV to Inside Recruitment with a cover letter explaining why you think you'd be great for this role. The GDSR Programme Manager is a fixed-term position located in beautiful Te Whanganui-a-Tara, New Zealand, so you'll either be a local or willing to relocate. We can't wait to hear from you!