



Tūtohu Mahi | Position Description

Whakaahuatanga o te tūnga mahi | Role description:

Kaitohutohu Pūtea |
Funding Advisor
Associate Head of Funding
- People
Nil
Wellington/Auckland
2026 (as soon as possible)

Tuku Ripoata | Reporting to:

Tuku Ripoata | Direct Reports:

Wāhi Tari | Location:

Timatanga | Effective from:

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 Aotearoa New Zealand identity and culture. Our mandate includes specific instruction around providing public media content for a range of audiences, and the promotion of Māori language and culture.

Mātau Whanonga Pono | Our Values

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.

Koronga o te Kaupapa | Purpose of this role

The Funding Advisor supports the Head of Funding and Associate Head of Funding - PEOPLE to deliver successful outcomes from NZ On Air's funding investments. The Funding Advisor is responsible for assessing and advising on funding applications to the Creation, Capability and

Discoverability pou of NZ On Air’s funding investment strategy and for monitoring the progress of successful applications.

The Funding Advisor will develop and maintain strong sector relationships, look for new partnerships and collaborative opportunities with sector partners (i.e. guilds, broadcasters and platforms), and ensure NZ On Air remains up-to-date with developments across the screen sector.

Hua taketake | Core Deliverables

Communications and relationship management

- Develop and maintain strong working relationships with content creators, providers and other external stakeholders
- Understand the production industry, the roles and functions within it and be able to use that knowledge to interpret applications for funding and to understand challenges facing the production sector and developments within it.
- Ensure timely and effective communication of information with colleagues and stakeholders
- Actively contribute to a strong team service culture that supports colleagues to work collegially, efficiently and professionally
- Where required – represent NZ On Air in public fora and clearly articulate NZ On Air’s strategy, policies and programmes, feeding back information to the agency when necessary
- Assist the Communications team, as required, to promote funded content and services and provide copy for communications documents such as newsletters and press releases
- Comply with the Public Records Act in line with NZ On Air policies.

Funding Management

- Encourage funding proposals in accordance with the Investment Strategy by advising potential applicants on the appropriate form and content of proposals
- Draft high-quality funding papers and ensure recommendations are based on impartial assessment and sound judgement, including assessing potential production or service quality, financial viability, creativity, technical feasibility and the project’s contribution to NZ On Air’s strategy
- Each recommendation must include an appropriate, consistent, and defensible course of action in relation to each application
- Contribute to developing assessment processes that are efficient, robust and fair
- Collaborate with and assist other funding team members in developing and maintaining quality systems and processes to organise and administer each funding round efficiently and effectively

- Monitor contract, budget and production progress of funded content and services as directed, reporting any potential issues and possible solutions
- Ensure records are managed in accordance with NZ On Air's record management policies

Research and Reporting

- Assist with research in developing funding policy and strategy reviews
- Follow established systems and processes to ensure quality data and effective management reporting
- Maintain high quality data entry to produce effective management reporting
- Assist with general administration duties within the Funding team as required

Hauora, Haumaru me te Oranga | Health, Safety and Wellness

- Ensure all Health, Safety and Wellness policies, practices and initiatives are adhered to and any incidents or issues are raised appropriately in line with NZ On Air Health & Safety policy.

Ko īhou pūmanawa | What you bring

- Significant relevant experience in media production including, audio (radio or podcast), scripted or non-fiction production. For this role, audio experience would be an advantage.
- A deep understanding of NZ On Air's priority audiences and be able to contribute to developing equitable funding processes.
- Excellent communication skills, with an ability to connect with communities in an appropriate and authentic way.
- Possess a high level of cultural intelligence and demonstrate respect for diverse perspectives, navigating cultural differences with empathy and adapting your approach to suit various situations.
- You will be committed to NZ On Air's legislative mandate to promote te reo Māori and Māori culture and be comfortable incorporating Te Tiriti principles in all areas of your work in line with the organisation's growing cultural awareness and understanding.
- Excellent attention to detail with high level of accuracy.
- Excellent writing and numeracy skills.
- Additional skills (e.g. knowledge of te reo Māori or a Pacific language) are helpful.
- An ability to forge effective working relationships with colleagues and stakeholders across a range of disciplines and seniority.
- Proven pragmatic sense of how to get things done and how to drive new initiatives forward with other team members.
- An interest in the media environment with appreciation of the wider broadcasting and public sector environment.
- Commitment to working in an organisation which supports the Crown as a Treaty partner.