

Tūtohu Mahi | Position Description

Whakaahuatanga o te tūnga mahi Role description:	Research Advisor
Tuku Ripoata Reporting to:	Head of Communications and Research
Tuku Ripoata Direct Reports:	Nil
Wāhi Tari Location:	Wellington
Tīmatanga Effective from:	August/September 2026

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

NZ On Air's funding strategy is firmly rooted in understanding market gaps and audience needs. Research and data analysis is key to this. This role will work closely with the Senior Leadership Team to support strategic workstreams with insightful information. Some of the reporting will be for internal use only, while much will be published and shared with our stakeholders, as part of our sector leadership.

Hua taketake | Core Deliverables

Deliver and/or execute informative research projects

- Conduct on-screen inclusion research, building on two existing waves of this research and deriving insights.
- Work to develop rich reporting on the sector workforce through Te Pae Matarau | The EveryOne Project Aotearoa.
- Deliver music diversity reporting.
- Undertake desk research and any other research projects required to support SLT strategic work.
- Liaise with external research providers, academics, and others in the arts, culture, media and academia space to contribute to, and stay abreast of, developments in related areas.
- Utilise AI to streamline information gathering for research projects where appropriate.

Communication

- Work closely with the Head of Communications and Research to develop appropriate and effective communication for reports and analysis releases.
- Maintain a high standard of report analysis, writing and presentation.
- Ensure timely and effective communication of information.
- Develop and promote effective working relationships with external stakeholders.
- And anything else as required by the Head of Communications and Research.

Mahitahi | Teamwork

- Actively and positively collaborate with colleagues to achieve new ways to be more effective, agile and adapt to changing expectations.
- Actively contribute to a strong team service culture that supports colleagues to work collegially, efficiently and professionally.
- Ensure high performance throughout the organisation through timely, effective and regular collaboration, sharing of learning and knowledge, and motivating colleagues to do their best.
- 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.

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 ōhou pūmanawa | What you bring

- Strong report writing skills
- Strong data analysis skills
- Understanding of how to use AI to streamline information gathering and report writing
- Confidence to give research presentations to a wide-range of audiences
- Experience with database administration
- A relevant tertiary qualification
- Good technical knowledge that can be applied to policy, procedures and services
- Ability to understand and apply basic legislative requirements in an operational setting
- An interest in the media environment with particular appreciation of the wider broadcasting and public sector environment
- Excellent time management abilities
- The ability to prioritise work and meet deadlines ensuring clear communication of milestones
- Excellent attention to detail with high level of accuracy
- Intermediate level Microsoft Office skills, with particularly good Excel skills
- 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
- Commitment to working in an organisation which supports the Crown as a Treaty partner.

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.