



Tūtohu Mahi | Job Description

Whakaahuatanga o te tūnga mahi Role description:	Funding Administrator (Permanent)
Tuku Ripoata Reporting to:	Associate Head of Funding (People)
Tuku Ripoata Direct Reports:	Nil
Wāhi Tari Location:	Wellington
Tīmatanga Effective from:	1 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 providing public media content for a range of audiences, and 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 Administrator supports the Funding Team's work investing NZ On Air's contestable funding, with responsibility for administration across funding rounds. This includes supporting the Associate Heads of Funding and Funding Advisors as they assess applications to the Scripted, Non-Fiction, and Platforms streams of the NZ On Air investment strategy.

Hua taketake | Core Deliverables

Funding Coordination and Administration

Support the delivery of funding rounds from application through to funding decisions by:

- Preparing application documents, summaries and comparison reports for assessment and decision-making
- Checking that all required information and supporting documents have been received from applicants
- Updating application records and tracking funding decisions
- Creating and maintaining funding and contract records
- Following up on any conditions that must be met before funding can be released
- Drafting, proofreading and sending funding decision letters and other correspondence
- Coordinating review meetings to capture lessons learned and identify improvements for future funding rounds.

Assessment and Meeting Coordination

Support the assessment process by:

- Organising and distributing scripts, budgets and other materials to independent assessors for review
- Coordinating agreements and paperwork with external assessors
- Assigning and tracking assessment work to ensure reviews are completed on time
- Providing information and data to support the assessment process
- Preparing assessment documents and meeting materials
- Coordinating assessment meetings, including scheduling, preparing agendas, taking notes and following up on actions.

Team Co-ordination and Operational Support

Embrace and uphold the team's systems and processes, ensuring each funding round progresses efficiently and effectively by:

- Monitoring the Funding Team and application portal email inboxes, acting as the first triage for new inquiries
- Working with colleagues across the organisation to coordinate information and documentation
- Liaising with external suppliers and service providers to support funding activities
- Facilitating Funding Team hui
- Maintaining visibility of tasks and progress throughout funding rounds
- Maintaining Funding Team calendar and forward planning
- Updating the team on:
 - Funding round progress
 - Upcoming deadlines
 - Risks or bottlenecks.

Systems, Process Improvement and Innovation

Support the effective use and continuous improvement of funding systems and processes:

- Setting up funding assessment tools and systems
- Managing budgets, completing reconciliations and ensuring data in it is accurate at all times
- Being the Funding Team's lead on systems implementation and roll-out, including liaison with our systems administrator and devising and coordinating requests for new features
- Helping to support automation and AI initiatives as capability grows.

Reporting and Information Management

Maintain accurate records and documentation throughout the funding process by:

- Managing funding-related documents to ensure they are organised, up to date and easy to find
- Maintaining accurate filing systems and records throughout the funding process
- Ensuring documents are correctly stored, named and version controlled
- Keeping funding records consistent, complete and auditable
- Assisting with document management and information-sharing across teams
- Ensuring records are managed in line with organisational policies and audit requirements
- ***Maintaining a high standard of report analysis and presentation including*** high-quality data entry.

Communication and Relationship Management

Maintain strong working relationships across the funding process by:

- Encouraging funding proposals in accordance with the funding strategy guidelines, by advising potential applicants on the appropriate form and content of proposals
- Maintaining and developing effective relationships with content creators, providers and other external stakeholders, including primary platforms for application verification
- Checking availability of external assessors and maintain database of these people and the work they do for us
- Monitoring contract, budget and production progress of funded content and services as directed, reporting any potential issues to the Associate Head of Funding
- Assisting the Head of Communications and Research as required to promote funded content and services. Provide information for communications documents such as newsletters and press releases
- Ensure timely and effective communication of information
- Build an understanding of the NZ On Air Funding Strategy, including criterion for the various funding recommendations.

Mahitahi | Teamwork

Support a strong team culture by:

- Actively collaborating with colleagues to be effective, agile and adapt to changing expectations
- Contributing to regular team meetings to ensure communication is effective and foster a positive, supportive and highly functional team culture
- Championing NZ On Air's culture and values and inspiring colleagues to deliver exceptional work
- Living the values of NZ On Air and actively contributes to a team culture of service. Supporting colleagues to work collegially, efficiently and professionally.

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

- Ensuring 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

A relevant tertiary qualification or relevant experience as follows:

- Coordination and end-to-end workflow management
- Document and records management
- Digital systems proficiency
- Clear written communication with experience in notetaking and drafting documentation
- An ability to plan, prioritise, and execute tasks so that all work is completed accurately and on time, even under pressure.
- Strong general administration skills
- Excellent attention to detail with high level of accuracy
- Using Microsoft Office to an advanced level
- Familiarity with Miro, Trello, or funding systems like Klevr Grants would be an advantage
- Forging effective working relationships with colleagues and stakeholders across a range of disciplines and seniority
- Teamwork and collaboration
- A keen interest in the media and broadcast sector
- Commitment to working in an organisation which supports the Crown as a Treaty partner.

Due to the dynamic nature of our work, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of the business. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it. Any 'material' changes will be mutually agreed between the parties and noted in writing.