

## Job Description

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|----------------------------|----------------------------------------------------|
| <b>Role description:</b>   | <b>Funding Advisor – 12 months Maternity Cover</b> |
| <b>Reporting to:</b>       | Head of Funding                                    |
| <b>Location:</b>           | Wellington                                         |
| <b>Direct Reports:</b>     | Nil                                                |
| <b>Effective from:</b>     | ASAP                                               |
| <b>Applications close:</b> | 5pm 24 June 2020                                   |

### Mō Irirangi Te Motu

He hinonga a Irirangi Te Motu (NZOA) nā te Karauna, ko tōna kaupapa he whakanui i te āhua o te kanorau o ngā whakaaturanga o Aotearoa e kitea ana e ngā hunga mātakitaki. E mea nei ko te whāinga matua o NZOA me he ataata e kitea ai te ahurea tuakiritanga o Aotearoa.

### Te Pūtake o Te Tūranga Nei

E toru ngā tūranga mātanga Funding Advisor hei āwhina atu i tā Head Of Funding me tā Head Of Music mahi whaihua mō te [NZ Media Fund](#). Mā rātou tokotoru, e tohu me pēhea te aromatawai tika o ngā tono mō ngā wahanga Totoko, Kōrero Pono, Pūnaha Rorohiko, me te ara Pūoro o taua NZ Media Fund. Tērā anō hoki te mahi aroturuki i ngā tono ka tūtohia nei.

Mā te **Funding Advisor – 12 months Maternity Cover** tonu e tiaki ngā hōtaka (ā pouaka whakaata, ā matihiko whakapāoho tuatahi) e hāngai ana ki ngā pūtea mō te wahanga Totoko me te Kōrero Pono.

Mā ngā Funding Advisor katoa e tiaki kia ū tonu ngā hononga ki ngā hunga rāngai whakapāoho, kia mārama ake ai a NZOA ki ngā nekehanga nui o te wā, me ngā minamina hou o te hunga mātakitaki.

### Ngā Hua Me Puta

#### **Te Whakahaere Toha Pūtea**

- Kia whakamanawatia ngā kaitono, kia hāngai pū tā rātou e tono ana ki ngā whāinga o te NZ On Air Funding Strategy.
- Kia kitea tonutia ngā mahinga aromatawai e tōtika ake ana, e hāngai tonu ai ki te ahurea motuhake o Aotearoa nei.
- Kia tika te whakatuhituhi rīpoata mō ngā aromatawai e mārama pū ai ngā whakatau: mō ngā painga me ngā hē o ngā tono; mō ngā kōunga o te mahi hanga whakaaturanga; mō te tiaki i te pūtea; mō te wairua auaha; mō te whakamahinga o ngā hangarau; mō te whakatutuki pai i a rātou te rautaki o NZOA e mea nei, me he ataata e kitea ai te ahurea tuakiritanga o Aotearoa.

- Kei raru ngā whakataunga nā te whakahē, nā te tohe rānei; me whai take rawa ngā kupu taunaki e pā ana ki ia tono.
- Me mahi tahi me ērā atu o te tīma mei kore noa e tika ana ngā ritenga katoa mō te haere pai o ia huihuinga toha pūtea.
- Me aroturuki te taha ki ngā kirimana, te whakapau moni, me te haere pai o ngā hōtaka me ngā ratonga kua whiwhi pūtea kē. Me ohiti ki ngā tū āhua e tikoki e pai ake ai rānei, te rere o te waka.

### **Mahi Rangahau me te Tuhi Rīpoata**

- Hei tautoko noa i ngā rangahau toha pūtea, hanga rautaki hoki, e riro atu ai ngā hua a NZOA ki te motu whānui.
- Hei tātari i ngā tāuru raraunga kia tika ai ngā pūrongorongo whakahaere hōtaka.
- Hei tautoko noa i ngā mahinga whakahaere a te tīma toha pūtea.

### **Mahi whakapā me te whakahaere i te hono tangata**

- Kia noho hāneanea tonu te hono tāngata, tētahi ki tētahi.
- Hei ringa tautoko mō te Head of Communications, kia taea ngā momo pānui mō ngā hōtaka me nga ratonga a NZOA te tuhi, me te tuku ki te ao.
- Kia ekeina ngā taumata mō te wewete take me te whakatau tika i tēnei mea te rīpoata.
- Kia taea ngā whakawhiringa kōrero e tika ana, i te wā e tika ai.
- Me manaaki me whakawhiri hoki te taurahere tangata, kia hou anō te wairua mahaki i roto i te hunga mahi, mei kore noa e tūpono riro mai ai te kotahitanga.

### **Mahi ohu**

- Kia taea te mahi tahi me ngā hoa kaimahi, me te hīkoi whakamua, ahakoa rā ngā panonitanga o te wā.
- Kia ngākaunui ki te poipoi ki te tauawhi i te tangata, kia taea e te katoa te mahi ngaiaio i raro i ngā whāinga me ngā wāriutanga o NZOA.
- Nā te whakapūmau ki te mahinga tahitanga i te wā tika, nā te ū ki te whai mātauranga, e ekeina ai ngā taumata teitei e hiahia ana.
- Ina huihui ai te tīma me puta ngā kōrero i runga i te pono me te aroha ki te tangata; mā reira mā te noho me he whānau, e tōtika anō ai ngā mahi.
- Me kaha tautoko i ō NZOA e pono nei, i ā ngā haumi e whai ana, kia eke panuku ngā kounga.

### **Hauora, Haumarū, Oranga Tangata**

- Me whakatutuki noa ngā tikanga hauora, haumarū me tō te oranga o te tangata anō hoki. Menā he raru ka puta, meinga kia tika nā te ū ki te mahere o NZ On Air Health & Safety policy

- *Nā ngā nekeneke, nā ngā nukunuku o re wā, tērā pea ka rerekē haere te āhua o ngā mahi ka mahia nei, engari tonu ko aua whāinga anō, me tutuki. Nā reira, ko ia ka tū ki te tūranga nei me matapopore ia, kia taea e ia te tere whai i te ara hou. Menā ka rerekē ake ngā mahi, kia whai wāhi ngā reo ki te kōrero, kia tau anō ai. Kia kapo katoa ngā whakaaetanga ki te pepa.*

### **Tō hanga tangata**

*Kei raro iho ka rārangi nei te āhua ki ngā mahi, me te momo tangata e hiahiatia ana*

- **Mei kore ake te mahi tahi** - *He āhei nōu ki te akiaki i te tangata kia taea ngā uara i runga i tāna e pai ai, me te tauawhi i te mahinga tahitanga kei wehewehe haere, ka raru. Me te kaha whakatutuki i tā te hunga whaipānga e hiahia ana.*
- **Whāia te mana taurite** - *He kaha nōu ki te manaaki i te mana taurite o ngā mahinga kawekōrero i Aotearoa me Te Wai Pounamu.*
- **He taura whiringa tāngata** – *He mōhio nōu ki te manaaki i te tangata. Ka taea e koe te whatatakoto i te whakaaro nui me te whiriwhiri kōrero me ētahi atu. Nā tōu wairua hūmārire e rata ana te tangata ki a koe. He mea nui tonu te whakawhirinakitanga i waenga i tō tīma, ā, me te hunga whaipānga. He mea nui hoki ka mārāma koe i ngā here o te Maihi Karauna mō ngā hinonga kāwanatanga. He autāia tonu te mōhio nōu ki te reo Māori me ngā tikanga.*
- **He Whakataunga** - *Mō ngā take pakihi, ka taea e koe ngā tahataha katoa te kite, kātahi ai ka oti i koe te whakatau. Kei tuputupu tonu nei ngā raru kia puta, me ohiti ka tika. He tere koe ki te whai i te ara tika e whakakorea ana ngā raru. He whānui ake tō tirohanga; ko te wāhi ki a koe, ā ko te wāhi ki a NZOA katoa hoki.*
- **Mōu anō** - *He matatau koe, otirā ia he whakaiti nōu. He ihuoneone, he ngākau pono, he tangata e tū ana me te hāpai i ō NZOA e whaimana ana.*

### **Me pēnei ōu pūmanawa**

- *He tangata koe i tino mate nui ki ngā mahinga whakaaturanga e kitea ai te mana tangata, e rangona ai ōna reo hou.*
- *He aronganui nōu ki ngā kawenga kōrero e whaimana ana te tangata i Aotearoa nei.*
- *He tangata koe kua whiwhi tohu paerua i te ao mātauranga; kua whiwhi mātauranga rānei i te ao tangata.*
- *Kua mārāma kē ki te wewete kaupapa me te whakatuhi whakapoto i tāu e kitea ai.*
- *He mea nui tō tautōhito ki te ao whakapāoho, me ngā ratonga a te Karauna mō te marea.*
- *He ngākau nui ki te ao pāoho, ā, ki ngā anganga whakamua katoa mā te ara matihiko.*
- *Nā tōu kanohi hōmiromiro e taea ana te tōtika me ngā toipitopito o ngā mahi.*
- *He mōhio ki te whakamahi Microsoft Office, otirā ki tā te tairanga ‘intermediate’*
- *He āhei nōu ki te tū honohono me ō hoa kaimahi, me te hunga whaipānga mai, ahakoa ko wai ahakoa tāna tūranga.*
- *He ringa raupā, he kaihautū, he mōhio koe ki te para huarahi hou, ngātahi me te tīma.*
- *Tō arohanui ka pupū ake mō Aotearoa me ōna katoa: tana tū motuhake me tōna ahurea tuakiritanga.*