



## Job Description

<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

### About NZ On Air

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*.

### Purpose of this role

There are three specialist Funding Advisor positions to support the Head of Funding and Head of Music to deliver successful outcomes from [NZ Media Fund](#) investments. The Funding Advisors are responsible for advising on funding applications to the Scripted, Factual, Platforms and Music streams of the NZ Media Fund and monitoring progress of successful applications.

The **Funding Advisor – 12 months Maternity Cover** will take special responsibility for screen projects (including television and digital-first screen content) within the Scripted and Factual funding streams.

All Funding Advisors will maintain and develop strong sector relationships and ensure NZ On Air remains up to date with developments across the sector and emerging audience needs.

### Core Deliverables

#### **Funding Management**

- Encourage funding proposals in accordance with the NZ On Air Funding Strategy by advising potential applicants on the appropriate form and content of proposals
- Contribute to developing assessment processes that are efficient, robust and fair, and reflective of New Zealand's unique identity.
- 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 to *reflect and develop New Zealand identity and culture*.
- Each recommendation must include an appropriate, consistent, and defensible course of action in relation to each application
- 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

### Research and Reporting

- Assist with research in developing funding policy and strategy reviews that ensure NZOA funding reaches all New Zealanders.
- Maintain high quality data entry to produce effective management reporting
- Assist with general administration duties within the Funding team as required

### Communication and relationship management

- Maintain and develop courteous relationships with content creators and providers and other external stakeholders
- Assist the Head of Communications as required to promote funded content and services and provide copy for communications documents such as newsletters and press releases
- Maintain a high standard of report analysis and presentation
- Ensure timely and effective communication of information
- Actively contribute to a strong team service culture that supports colleagues to work collegially, efficiently and professionally, and with cultural safety and integrity.

### Teamwork

- Collaborate with colleagues to achieve new ways to be more effective, agile and adapt to changing expectations
- Contribute to a strong team service culture that supports colleagues to work collegially, efficiently and professionally, in accordance with the objectives and values of NZOA.
- 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 which respects all human rights and cultures.
- Champion NZ On Air's culture and values and inspire colleagues to deliver exceptional work

### 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

*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.*

### Who you are

Below are the traits required for the role and what makes you stand out:

- **Teamwork and motivation** – You motivate and encourage colleagues to always do their best, and encourage teamwork and cooperation, breaking down internal siloes where you can. Further, you promote and model a strong stakeholder focus.
- **Commitment to Equity** – A commitment to inclusive and equitable storytelling in Aotearoa New Zealand.
- **Communication and relationship skills** – Effective communication and positive relationships are key to the success of this role. You are able to 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. An understanding of the Maihi Karauna vision for crown entities and a proficiency in te reo Māori me ona tikanga will be helpful.
- **Decision making** – You balance key priorities effectively when making business decisions. You confront problems early, before they escalate, and you make pragmatic decisions when required. When issues arise, you can take an organisation-wide perspective on issues, rather than focusing on your area alone.
- **Accountability** – 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 which reinforces NZ On Air values.

### What you bring

- A passion for meaningful and authentic representation and fostering new voices to the screen
- An interest in inclusive and diverse storytelling in Aotearoa New Zealand
- A relevant tertiary qualification, preferably at Master’s level unless your work experience trumps that
- Previous experience and excellence in concise report writing and analysis
- Experience of the wider broadcasting and public sector environment is ideal
- A keen interest in the media and digital innovations within the sector
- Demonstrated and excellent attention to detail with high level of accuracy
- At least an intermediate level of Microsoft Office 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
- Strong sense of New Zealand’s unique identity and breadth of culture.