



We have a great opportunity for someone who is passionate about making teams work better and running a tight administration ship. We are seeking a dedicated individual with a proven track record in similar roles to help elevate our Funding Team to new heights.

Your primary responsibility will be overseeing the administrative aspects of funding rounds. Working closely with the Associate Head of Funding (People) and Funding Advisors, you will facilitate the evaluation of applications across our Scripted, Non-Fiction, and Platforms streams, aligning with the investment strategy of NZ On Air.

This role demands a high level of skill and efficiency in administrative tasks, as you will be instrumental in driving successful outcomes. If you thrive in a dynamic environment, have a keen eye for detail, and experience of operations roles in the creative sector, this opportunity is made for you. You may have experience in production offices, project management or other relevant, transferrable skills.

<b>Role description:</b>	Funding Administrator
<b>Reporting to:</b>	Associate Head of Funding (People)
<b>Location:</b>	Wellington
<b>Effective from:</b>	1 July 2023

### 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*.

In supporting the Crown as a partner to the Treaty of Waitangi, NZ On Air actively seeks to incorporate Treaty principles in all areas of our work and increase staff cultural awareness and understanding.

### Core Deliverables

#### **Funding Administration and Management**

##### **Administration**

- Responsible for paper-writing administration; working closely with the Associate Head of Funding (People) to ensure that the team has support throughout each funding round including:
  - Paper set up and creation of comparative tables data.
  - Checking platform verifications and tracking outstanding verifications

- Liaise with Corporate Services for upload of applications into contract management system.
- Sending out external script, budget and cultural assessments as required (often in hard-copy form), liaising with producers, and preparing Non-Disclosure Agreements (NDAs)
- Setting up assessment spreadsheets and recommendation documents for assessment hui
- Drafting, proofreading, and sending funding decision letters and other communications, as required
- Work with AHOF to monitor outstanding commitments and distribution records of funded content.
- Funding team lead on SharePoint processes
- Funding team liaison with third-party service providers
- Ensure records are managed in accordance with NZ On Air's record management policies – including being Funding team lead on NAV data requirements.

### Management

- Monitoring the Funding team inbox, completing new applicant registrations and acting as the first triage for new inquiries.
- Encouraging funding proposals in accordance with the funding strategy guidelines, by advising potential applicants on the appropriate form and content of proposals.
- Build an understanding of the NZ On Air Funding Strategy, including criterion for the various funding recommendations.
- Embrace and uphold the team's systems and processes, ensuring each funding round progresses efficiently and effectively.
- Monitor contract, budget and production progress of funded content and services as directed, reporting any potential issues to Associate Heads of Funding.
- Comply with NZ On Air's record management policies and practices.

### Research and Reporting

- Assist with and contribute to research on sector developments and audiences, as required.
- Assist AHOF by completing research that contributes to new funding policies and strategies, as required.
- Maintain high quality data entry to ensure the Funding team can access and produce effective management reports regularly.
- Comply with the Public Records Act in line with NZ On Air policies.

### Skills

Below are the skills required for the role:

- **Attention to detail** – You have a passion for process and administration.
- **Strong writing skills** – You have a clear and concise writing style.

- **Teamwork and motivation** – You contribute positively to the team, working closely with colleagues to achieve defined goals. You develop good relationships with stakeholders when you encounter them.
- **Communication and relationship skills** – Effective communication and positive relationships are key to the success of this role. You are able to support and share information others with enthusiasm while building trust in your team and with stakeholders by being reliable and accurate. You are able to communicate effectively while being respectful, diplomatic, and courteous.
- **Decision making** – You exercise good judgement. You escalate issues when required, bringing in senior colleagues where appropriate.
- **Accountability** – You take responsibility for your role in projects. You act ethically and with integrity and in line with NZ On Air values.

### What you bring

- Previous experience in similar administrative roles in diverse organisations
- Excellent time management abilities
- Effective communication and interpersonal skills
- A relevant tertiary qualification or relevant experience.
- A keen interest in the media sector
- An appreciation of the wider broadcasting and public sector environment.
- Excellent and concise report writing and analysis.
- 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 collaborate with other team members.
- Commitment to working in an organisation which supports the Crown as a Treaty partner.

Applications for this role closes on Friday, 9<sup>th</sup> June 2023. Please submit an updated CV and covering letter. Avoid applying last minute, candidate screening will occur as applications are being received.

*NZ On Air is an equal opportunity employer committed to creating a diverse and inclusive workforce.*