



Job Description

Role description:	Funding Administrator (Permanent)
Reporting to:	Associate Head of Funding (People)
Direct Reports:	Nil
Location:	Wellington
Effective from:	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.

Purpose of this role

The Funding Administrator supports the Associate Head of Funding (People) to deliver successful outcomes from its investments. The Funding Administrator is responsible for administration related to funding rounds, supporting the AHOFs and Funding Advisors as they assess applications to the Scripted, Non-Fiction, and Platforms streams of the NZ On Air investment strategy.

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 including:
 - Oversee the creation/ renaming of SharePoint libraries pre-funding rounds and downloading of applications
 - Supporting Corporate Services with document and file management
 - Creating document sets for applications (with correct tags and naming conventions) and moving documents from the applications library to relevant document sets
- Funding team liaison with third-party service providers
 - Maintaining supplier relationships
 - Communication with funding team as services from third-party suppliers are rolled out
- 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 AHOF
- 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.

Communication and relationship management

- Maintain and develop effective relationships with content creators, providers and other external stakeholders
- Assist the Head of Communications as required to promote funded content and services. 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.

Teamwork

- Actively collaborate with colleagues to be more effective, agile and adapt to changing expectations
- 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
- Lives the values of NZ On Air and actively contributes to a team culture of service. Supports colleagues to work collegially, efficiently and professionally.

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.

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

- 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.