

# Position Description

---

<b>Position title</b>	<b>Television Funding Coordinator, NZ On Air</b>
<b>Reports to:</b>	Television Manager
<b>Functional Relationships:</b>	Assistant Television Manager, and Executive Assistant (TV) Chief Financial Officer and Accountant Chief Executive Funding recipients
<b>Staff Responsibilities:</b>	Nil
<b>Position Summary:</b>	
<ol style="list-style-type: none"> <li>1. Provide efficient operational and administrative systems to support the Television Manager</li> <li>2. Draft and despatch accurate production funding agreements in line with NZ On Air Board decisions and policies</li> <li>3. Monitor contract compliance and reporting, including sales income returns, and provide advice and assistance to clients as required</li> <li>4. Assist the Television Manager to research funding proposals and prepare advice for the NZ On Air Board.</li> <li>5. Coordinate collation of local content data, producing reports and analysis as required</li> <li>6. Database entry and administration (Microsoft NAV)</li> <li>7. Support Executive Assistant in accounts payable approval functions as required</li> </ol>	
<b>Key objectives</b>	<b>Performance indicators/outcomes</b>
<b>Legal and compliance</b>	<ul style="list-style-type: none"> <li>• Draft accurate contracts and contract variations for approved funding proposals</li> <li>• Ensure contract management systems are robust</li> <li>• Maintain systems to track contract, budget and production progress, advising the Assistant Television Manager of issues and discrepancies and consulting with producers when required in order to ascertain what solutions are in hand</li> <li>• Manage sales income reporting processes</li> </ul>
<b>Funding administration</b>	<ul style="list-style-type: none"> <li>• Draft Board papers and assist in the research of funding proposals including budget analysis, assessment of likely production quality and proposed production team, and assessment of the relevance of the proposal to Broadcasting Act criteria and NZ On Air's Statement Of Intent</li> <li>• Ensure the NAV database is operated effectively and efficiently</li> <li>• Develop analytical reports as required</li> <li>• Produce and analyse reports from the A C Nielsen ratings software (Arianna)</li> <li>• Assist the Executive Assistant (TV) with accounts payable approvals and general enquiries, providing backup and support as required</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Maintain a high standard of report presentation</li> <li>• Maintain and develop a strong team service culture that supports colleagues to undertake their tasks efficiently and professionally</li> <li>• Ensure timely and effective communication of information</li> <li>• Develop and promote effective working relationships with external stakeholders</li> <li>• Maintain oversight of the TV section of NZ On Air's website recommending updates and improvements as necessary</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Display commitment through actively supporting all health and safety initiatives</li> <li>• Ensure own and others safety at all times</li> <li>• Complies with policies, procedures and safe systems of work</li> <li>• Reports all incidents/accidents, including near accidents in a timely fashion</li> </ul>

### Competencies required for role

#### Leading & Motivating:

- Motivates and inspires colleagues to always do their best
- Promotes a positive attitude towards change
- Encourages teamwork and co-operation between all staff
- Promotes and models a strong stakeholder focus

#### Communication & Relationship Skills:

- Very good analysis and report-writing skills
- Has a customer service approach
- Promotes a credible image and inspires confidence
- Actively shares information, ideas and experience with others with enthusiasm and good humour
- Communicates sensitive messages or disagreements with tact and diplomacy
- Treats people with respect and courtesy
- Brings conflict into the open and facilitates resolution
- Encourages the constructive expression of differing and opposing views

#### Decision-Making:

- Confronts problems early, before they get out of hand
- Has a problem-solving approach to issues
- Reads the situation and looks at problems from different angles before making decisions
- Always consults with relevant stakeholders before taking action
- Takes an organisation-wide perspective on issues, rather than thinking solely about their area
- Constantly strives to make improvements to service systems and processes (e.g., to get things done better, more cost effectively and faster)
- Recognises the impact of broader issues and emerging trends on their area of responsibility

#### Taking Accountability:

- Acts ethically and with the highest integrity
- Takes personal responsibility for making things happen
- Reinforces NZ On Air values with others and leads by example
- Is open and honest with others
- Actively pursues self-learning and development

#### Technical/Sector:

- Good Microsoft Office skills. Very good Excel skills
- Database administration skills
- High level of accuracy
- Genuine interest in the media environment in general, and local television content in particular
- Appreciation of the wider broadcasting and public sector environment