



Funding Administration Manager

Aronga | Our purpose

To build on New Zealand's legacy of excellence in filmmaking and unleash exceptional creativity.

Te ara | Way

By investing in creativity and consistently delivering quality that lasts generations.

Putanga | Impact

New Zealand films will capture the imaginations of audiences in Aotearoa and around the world.

Tō Kaupapa | Your purpose

The Funding Administration Manager provides high-level executive and administrative support to the Head of Funding and Funding Leads. The role ensures the smooth operation of funding team processes through effective coordination, reporting, document management, data analysis, and cross-organisational liaison.

This position plays a critical role in supporting statutory, executive, and board reporting; maintaining funding guidelines and contracts; coordinating assessment activity; and ensuring clear, timely communication with internal and external stakeholders. As part of the wider administrative support function, the Administration Manager works collegially with other support staff to ensure continuity, coverage, and consistent service delivery across the organisation.

Tō Mahi | What you do

You are accountable for

- Providing high-level executive and administrative oversight and support to the Head of Funding and Funding Leads, including diary management, calendars, meeting coordination, agendas, and minutes.
- Managing timelines and completing reports for the Head of Funding, including KPIs and other statutory and board reporting requirements.
- Coordinating the delivery of board papers, including setting deadlines for the funding team, proofing, formatting, and ensuring timely submission.

- Undertaking research and compiling, analysing, and maintaining data to support reporting, decision-making, and special projects.
- Managing funding team filing systems and databases, ensuring accurate record-keeping and compliance with the Public Records Act 2005.
- Revising, maintaining, and managing funding guidelines and contracts in line with organisational requirements.
- Managing communications with the Marketing and Communications team regarding funding communications, sector updates, newsletters, and website monitoring and updates.
- Managing relationships with Finance and BTS to ensure funding processes are operating effectively and key information is shared in a timely manner.
- Liaising with the CEO's Executive Assistant to ensure information, documents, and briefings are delivered accurately and on time.
- Managing data collection tools and spreadsheets to ensure information is captured, maintained, and distributed as required.
- Scheduling assessment panels, contracting assessors, and liaising with assessors throughout the assessment process.
- Managing travel bookings for the funding team in consultation with the CEO's Executive Assistant.
- Working collegially with other support staff to ensure adequate coverage during periods of leave or high workload.
- Delivering other duties reasonably within the scope of this position.

You achieve this by

- Working inclusively, respecting and valuing the diversity and uniqueness of team members, our people and stakeholder community.
- Contributing to our collective effort and the achievement of our goals, supporting colleagues and driving for results.
- Working effectively in a team environment, contributing to the collective outcomes and assisting others.
- Modelling and promoting the values and vision of the New Zealand Film Commission and the expectations from the Code of Conduct.
- Working in partnership with Māori as a Treaty partner, embracing Te ao Māori concepts and practices, and appropriately observing tikanga and kawa through our engagement.
- Building strong, positive relationships with colleagues, filmmakers and other stakeholders.
- Working in a digitally enabled way, utilising technology to improve effectiveness and efficiency.
- Communicating clearly, concisely and appropriately in a style that is suitable to the audience and the purpose of the communication.
- Sharing your knowledge and expertise to actively build the capability of others and providing stretch opportunities to enable that growth.
- Building strong credibility with the Board, our team and our stakeholder community.
- Managing risk, identifying where it exists, and actively working to mitigate the risk.

- Ensuring there is a healthy and safe workplace and working environment for our people.
- Contributing to the sustainability of the NZFC by actively reducing our carbon footprint, supporting all NZFC sustainability initiatives, and conserving NZFC resources through the adoption of more efficient ways of working.
- Ensuring that you are aware of and comply with the requirements of the Public Records Act 2005 in relation to all official NZFC documents and communications you are responsible for on behalf of the NZFC.

Tō Turanga | Where you belong

You report to:	Film Development Lead
You lead a team of:	Position has no reporting kaimahi staff
Position location:	Auckland

Tō haerenga ki te angitu | Your journey to success

Behavioural Capabilities

We are passionate about our role as an industry leader and a screen production funder and we are committed to the success of our people who work to support our vision. To be successful in this position you will have demonstrated the following capabilities:

- **Enhancing the customer and stakeholder experience.** I understand the needs of my diverse stakeholders and apply this understanding to drive satisfaction with the services I provide. I actively seek out stakeholder perspectives and feedback in order to deliver services that enhance their experience and meet their needs.
- **Enhancing Team Performance.** I contribute to team outcomes and role model positive working relationships with other team members. I look for opportunities to support other team members where they need assistance. I encourage ideas to be shared.
- **Engaging others.** I connect with people to build trust and to be a person that others want to work with. I consider the needs of my audience and tailor the way that I share information and ideas with them.
- **Working with influence.** I communicate in a clear, persuasive, and impactful way. I present information and ideas effectively and with credibility in a variety of settings internally and externally to the NZFC.
- **Enhancing organisational performance.** I drive innovation and continuous improvement to sustainably strengthen performance and improve outcomes. I

actively work to understand and question the reasons behind policies, practices and procedures in order to focus on continuous improvement.

- **Self-aware and adaptive.** I monitor my emotions and reactions and understand my strengths and weaknesses in a team/work context. I encourage and am receptive to feedback on my work and engagement style. I am responsive and I alter my approach to suit situations and groups of people.
- **Making effective, evidence-based decisions.** I demonstrate drive, ambition, optimism, and delivery focus to make things happen and to achieve ambitious outcomes. I gather the right evidence/information to make quality decisions. I seek to understand the root issues or challenges when problem solving.
- **Enhancing the Māori Crown relationship.** I understand the importance of our work to the Māori Crown relationship. I recognise, and encourage others to recognise, the value of applying Te Ao Māori to our work. I observe tikanga Māori appropriately when engaging with the Māori film community. I actively work to develop my te reo Māori capability.
- **Embracing technology and a digital environment.** I contribute to an effective and efficient digital environment by using the appropriate tools and technology available to me. I drive the effective adoption of technology solutions that improve business processes and outcomes for customers. I am aware of, and comply with, information security requirements.

Specialist Technical Capabilities

To be successful in this position you will have:

- Significant experience providing executive and senior-level administrative support.
- Demonstrated experience coordinating reporting, board papers, and complex timelines.
- Strong data management, analysis, and spreadsheet capability.
- High proficiency with Microsoft 365 and related digital tools.
- Experience managing contracts, guidelines, and confidential documentation.
- Excellent organisational skills and attention to detail.
- An understanding of, or ability to quickly develop knowledge of, screen sector or public funding environments.