



Legal and Business Affairs Executive

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 Legal and Business Affairs Executive works alongside the Senior Legal & Business Affairs Executive, to help the NZFC to make good decisions and balance opportunity and risk as a government funding entity.

Tō Mahi | What you do

You are accountable for

- Preparing, reviewing and negotiating production finance documents for feature films, including Chain of Title documentation, Production Financing and Interparty Agreements, Distribution Agreements, Sales Agency Agreements, Investment Agreements, Loan Agreements, security documents, Completion Guarantee documents, collection agreements and insurance documents.
- Acting for the NZFC during financial closings for films with external counsel, and managing relationships with third parties.
- Engaging with the industry to develop a good understanding of the NZFC's Terms of Trade, Guidelines and Criteria and other contractual and policy requirements (eg. in relation to chain of title and insurance), to position the industry to manage themselves to those requirements.
- Assessing projects against relevant Terms of Trade, Guidelines and Criteria.
- Legal advice and administration support on post-close and delivery contractual and rights matters, including variations and assignments, and responding to filmmaker requests.
- Preparing Board papers and presenting at Board meetings as required.
- Providing legal advice and support within the NZFC in relation to the administration of the Screen Production Rebate and Official Co-Production Certification.
- Drafting and reviewing ad hoc agreements and documents as required, including for procurement of goods and services in accordance with Government Procurement Rules.

- Conducting legal research and advising NZFC colleagues on:
 - legal matters (including in relation to intellectual property, contract and commercial law)
 - contractual obligations
 - compliance with relevant legislation (including the New Zealand Film Commission Act 1978, the Official Information Act 1982, the Crown Entities Act 2004, the Public Records Act 2005 and the Privacy Act 2020).
- Helping NZFC colleagues to understand and meet their legal obligations when discharging their duties and communicating on behalf of the NZFC, including identifying and resolving issues as they arise.
- Working collaboratively with other NZFC staff by providing legal and commercial advice and support in relation to reviewing, drafting and improving NZFC policies, and procedures, to ensure that they are clear, easy to understand, robust and appropriately manage the NZFC's risk.
- Supporting NZFC colleagues in reviewing and improving the NZFC's Terms of Trade, Criteria, Guidelines, Factsheets, and template agreements, to ensure that they are clear, easy to understand, robust and appropriately manage the NZFC's risk.
- Identifying opportunities for continuous improvement in the ways the NZFC operates and manages risk.
- Providing legal advice and support to the Senior Advisor, Policy and Performance in relation to Official Information Act requests and Privacy Act obligations.
- Maintaining the NZFC Delegations Schedule and ensuring that the authority delegated by the Board is complied with and enacted correctly by NZFC staff.
- Assist with monitoring legislative compliance to identify and report on compliance in accordance with the NZFC's compliance programme.
- Providing legal advice and support in relation to public law issues including Te Tiriti o Waitangi obligations, and public law processes and requirements.
- Working with external legal counsel when needed for additional capacity (eg. film closing) or specialist advice (eg. in relation to tax, employment or public law).
- Providing education and training to wider NZFC staff and Board, on specific legal issues where necessary.

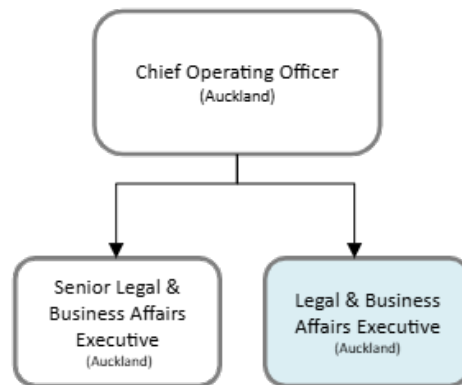
You achieve this by

- 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.
- Sharing your knowledge and expertise to actively build the capability of others and providing

stretch opportunities to enable that growth.

- Working collaboratively with colleagues to support the collective achievement of our goals.
- Building strong credibility with the Board, our team and our stakeholder community.
- 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.
- Contributing to the implementation of NZFC's Strategies, including Te Rautaki Māori, Diversity and Inclusion Strategy and Carbon Emissions Reduction Strategy.

Tō Turanga | Where you belong



You report to: Chief Operating Officer
Location: Auckland
You lead a team of: This position has no reporting kaimahi | staff

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:

- **Working with influence.** I communicate in a clear, persuasive, impactful, and inspiring way to convince others and to create support for our strategic direction. I adapt my approach and style to my audience.
- **Working inclusively.** I am respectful of others and their differences, and the contributions they make. I recognise we all have differing worldviews and seek information from those with differing views to inform my work. I work in ways that foster inclusivity and create space for discussion, I role model inclusive behaviour and mitigate my own biases. I give effect to the commitments we have made in the Diversity and Inclusion strategy.
- **Engaging others.** I connect with people in a way that builds trust and effective relationships. I share ideas and information with people and I am respectful of others and their perspectives.
- **Embracing technology and a digital environment.** I support and drive successful adoption of technology solutions that improve business processes and outcomes for our stakeholders.

- **Enhancing organisational performance.** I drive innovation and continuous improvement to sustainably strengthen long-term organisational performance and improve outcomes for stakeholders.
- **Enhancing the stakeholder experience.** I understand the needs of our diverse stakeholders and apply this understanding to drive how we work to support stakeholders.
- **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. I actively give effect to Te Rautaki Māori strategy to drive the achievement of our objectives.
- **Managing and using knowledge and data.** I review and learn from patterns and trends in data in a way that supports us to identify opportunities and improvements. I systematically capture, share, develop, manage, and use knowledge, data and insights in a way that adds value, improves connections and performance, supports decision-making, and mitigates risk.
- **Making effective, evidence-based decisions.** I demonstrate drive, ambition, optimism, and delivery-focus to make things happen and achieve ambitious outcomes. I generate and/or gather the right evidence, information and/or data from the right sources to make quality decisions. I identify and analyse root issues or challenges. I develop strategies that honour our commitments as a Treaty Partner. I consider, identify, and manage risks when acting.
- **Working to achieve outcomes.** I bring together resources (people, funding, material, support) to get things done. I orchestrate multiple activities simultaneously to accomplish goals and record information to create supporting processes for the future. I accurately scope out the length and difficulty of tasks and projects, break down work and proactively plan for problems and roadblocks. I communicate clearly with others about what I am doing.
- **Showing curiosity.** I show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives to make fit-for-purpose decisions. I demonstrate good judgement about which innovative tools, ideas and resources will work for NZFC.

Specialist Technical Capabilities

To be successful in this position you will have:

- A tertiary qualification in law (LLB minimum) and admission as a Barrister and Solicitor to the High Court of New Zealand, with eligibility to hold a New Zealand practicing certificate.
- At least 5 years' Post Qualification Experience, practicing media and/or commercial law in NZ or other common law jurisdictions, including experience advising on commercial transactions, preferably working within the screen production industry (production company, studio or commissioning platform).
- An understanding of public law and the mechanisms of government or a desire to learn them.
- Strong technical legal skills.