



Head of Funding

Tō mātou pūtake | Our purpose

To empower and attract distinctive and diverse screen productions for all audiences.

The New Zealand Film Commission supports the development of high impact, authentic and culturally significant films for Aotearoa New Zealand; we work to sustain and strengthen economic growth for our thriving film industry; we facilitate dynamic pathways to support the development of outstanding people, projects and businesses; and we build and grow partnerships with our stakeholders.

Te mātou tirohanga roa | Our vision

Championing exceptional storytellers to create enduring taonga for Aotearoa New Zealand.

Tō Kaupapa | Your purpose

The Head of Funding is a member of the New Zealand Film Commission's senior leadership team. The Head of Funding leads the team that is responsible for all funding decisions including our investments in feature films and in industry support.

The focus of the Funding team is to make robust funding decisions that result in successful outcomes for the NZFC and the industry. Responsibilities include identifying the right projects to fund, contracting the delivery of funded projects, managing risk related to the funded projects and ensuring that the output that was funded is delivered as contracted. The Head of Funding is responsible for leading the team to work effectively in this way and they are responsible for evaluating the success of the funding decisions that have been made.

The Head of Funding leads the development of strategy and criteria that will be used to make funding decisions and the methodology that will be used to measure and evaluate the success of our funding investments.

As a strict focus on funding is to be taken, the Head of Funding is expected to work actively and proactively with the industry to position them for interacting with the NZFC in this way (to mitigate any reliance on the NZFC providing editorial or executive production input which will not be the NZFC's function). This will be achieved through significant attention to outreach activities and also through assessing the capability development needs of the industry to engage in this way and proposing solutions to meet the identified gaps in capability.

The Head of Funding leads the NZFC funding programme, ensuring that our funding decisions are astute and maximise the value we derive from our limited financial resources through good business and financial decision making. They act to Safeguard the commercial interests of the New Zealand Film Commission.

The Head of Funding is responsible for delivery against our Te Rautaki Māori Strategy and Diversity and Inclusion Strategy.

The Head of Funding has responsibility for ensuring that New Zealand Film Commission funded productions with Māori stories, language, content and/or voice are culturally appropriate and authentic, and that Te Ao Māori is respected.

Tō Mahi | What you do

You are accountable for

- Contributing as a senior leader to the strategic thinking and direction that shapes the New Zealand Film Commission, its direction and its role in an ever-changing landscape.
- Leading the Funding team, assuring the quality of work produced by this team and the efficiency and timeliness of it. This includes coaching, giving feedback, developing and supporting team members to perform and to grow their capability.
- Managing the Funding team budget, accurately budgeting, forecasting and managing expenditure to the approved allocation.
- Developing the strategy that sets out the basis for our funding decisions. This translates to setting the criteria for feature film funding decisions. In relation to industry support, this sets the basis for effective investment decision making in relation to outsourced industry development.
- Engaging with the industry to create a good understanding of what the NZFC is looking for when making funding/investment decisions in order to position the industry to manage themselves to those expectations.
- Establishing good relationships with industry creatives, actively growing the understanding and acceptance of the NZFC role and focus in order to temper the expectations they have of the NZFC.
- Ensuring that the overall function of funding feature films is performing to a high standard and that funding decisions represent effective use of NZFC money:
 - Our funding criteria are being met.
 - Ensuring high quality New Zealand films are fully developed prior to funding.
 - The risks associated with the production are being managed.
 - That due diligence is performed on the financial aspects of all feature film projects and our funding of them. Interrogating and, where appropriate, challenging the quality of the proposed feature film finances. Feature film budgets must be assessed as appropriate and within an acceptable range of risk with appropriate contingencies identified.
 - Ensuring that all feature film funding is for legitimate expenditure.
- Ensuring that optimal industry support investments are made and that funding decisions represent effective use of NZFC money:
 - Capability development initiatives have clear objectives.
 - Programme design is professional and underpinned by appropriate learning methods.
 - The development targets identified priority capability development needs.
 - All funding is for legitimate expenditure.
- Managing key industry relationships, in particular our outsourced industry providers such as the Guilds, A Wave in the Ocean etc.

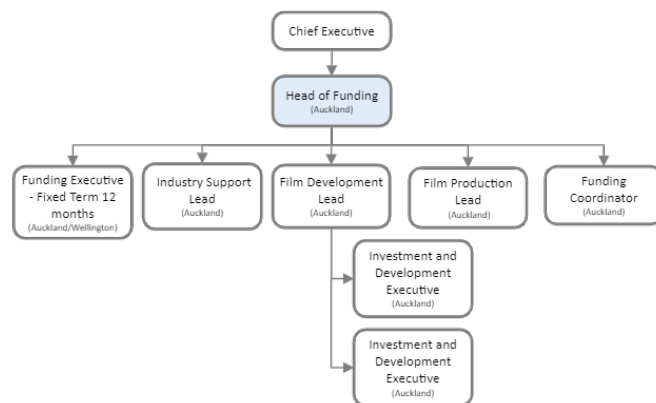
- Identifying, advising on and approving suitable feature film funding and industry support programmes so that deals may be made ensuring that the costs, costs variations and outcomes are reasonable relative to the funding decisions made.
- Delivering a record of funded feature films that are of a high quality, meet the goals of the NZFC and where financial risk has been successfully managed.
- Designing our processes to be stakeholder-centred, ensuring they are easy for the stakeholders to understand and navigate; our stakeholders feel empowered through their engagement with the New Zealand Film Commission; our stakeholders feel we have been responsive to their needs; our stakeholders have a single point of contact into the New Zealand Film Commission where they can get decisions and information from the beginning of their engagement to its conclusion.
- Ensuring our feedback to stakeholders on their funding proposals is managed sensitively, our engagement is two way, open, honest and transparent, and that information is shared. Our feedback should be helpful and constructive, and also realistic.
- Implementing collaborative decision-making processes within the Funding team where peer review and feedback are valued, where diversity of perspectives is enabled, and the team is empowered to do their best work.
- Manage key funding approvals.
- Ensuring our Te Rautaki Māori objectives are delivered on through the funding decisions we make (feature films and industry support).
- Ensuring that films funded by the New Zealand Film Commission are culturally appropriate, that Te Ao Māori is respected, and that our commitments as a Treaty partner are advanced.

You achieve this by

- Leading strategically, anticipating changes that will impact on the organisation and what we do, and contributing thought leadership to the direction we need to set.
- Innovating, constantly considering how the film industry is changing and how to improve and evolve how we support it.
- Putting the stakeholder at the centre of our process design; seeking to understand the stakeholder's experience and designing the way we interact with them, so this is a positive experience even in circumstances where they are unsuccessful in securing funding.
- A systems-thinking approach to problem solving and process design so that our processes are coherent, simplified and streamlined.
- 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.
- Working collaboratively, being open-minded, listening, communicating respectfully and openly, sharing information and exchanging ideas.
- Leading inclusively, respecting and valuing the diversity and uniqueness of team members, our people and stakeholder community.
- Modelling and promoting the values and vision of the New Zealand Film Commission and the expectations from the Code of Conduct.
- 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:

Chief Executive Officer

You lead a team of:

Six permanent staff (seven total)– including functional leads, and supporting 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:

- **Leading strategically.** I think, plan and act strategically maintaining a ‘big picture’ focus and ability to anticipate future consequences, trends and needs.
- **Leading with influence.** I lead and 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.
- **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 customers.
- **Enhancing organisational performance.** I drive innovation and continuous improvement to sustainably strengthen long-term organisational performance and improve outcomes for customers.
- **Developing and managing processes.** I consult and engage with stakeholders to consider user/customer perspectives and make it as easy as possible for our customers to engage

with us. I understand how to design processes and controls with the customer experience in mind while also achieving our business outcomes.

- **Enhancing the stakeholder experience.** I understand the needs of our diverse stakeholders and apply this understanding to drive the design of our products and services.
- **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.
- **Achieving results through others.** I effectively collaborate with others and/or delegate and maintain oversight of work responsibilities to leverage the capability of direct reports and colleagues to deliver outcomes for customers/stakeholders. I navigate complex situations effectively while showing integrity and sensitivity towards the different ways people work.
- **Enhancing people performance and developing talent.** I value feedback and use it to critically assess my performance and identify opportunities to make changes to how I work. I provide constructive and targeted feedback and recognition. I proactively share my knowledge and collaborate with my team, my peers and colleagues to help them enhance their capability and drive their own development. I question the status quo in a way that helps me and others to enhance our performance.

Specialist Technical Capabilities

To be successful in this position you will have:

- A relevant tertiary qualification (legal, finance, commerce preferred) or the equivalent gained through experience.
- Extensive experience in film production and the film/screen production industry.
- A comprehensive understanding of film financing, production budgeting and financial control of feature film making.
- Strategic leadership experience, including setting organisational direction and building team momentum to drive the strategy.
- Previous experience in a senior leadership role with demonstrated capability leading through change and re-shaping service delivery in a change context.
- A background in creative talent development strategy and/or delivery.
- Extensive knowledge of industry participants and an effective network of relationships across the industry.
- Credibility with the film industry or the ability to quickly develop this credibility.