



Investment and Development Executive

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 Investment and Development Executive administers our script development funding, ensuring that development funding yields appropriate, quality output in the agreed timeframe. They also manage the process of receiving, assessing and considering applications to the New Zealand Film Commission for feature film funding (scripted and unscripted production funding).

They provide advice to the Film Industry about our funding programmes and processes, they provide advice to applicants through the application process, and they provide summary information and advice internally on the candidates for script development funding and for feature film funding.

The Investment and Development Executive is responsible for ensuring that communication to unsuccessful applicants is professionally and sensitively communicated and that the reasons the NZFC has declined to fund the applicant are clear. The Investment and Development Executive supports the decision-making process and prepares the contractual documents for funded script development or funded feature film production as appropriate in conjunction with our Legal and Business Affairs team.

The Investment and Development Executive is responsible for reviewing creative content with a view to recommending script development worth investing in and also the appropriate investment of production funding in respect of scripted and unscripted projects.

In conjunction with the Development Lead, the Investment and Development contributes to the processes that support the New Zealand Film Commission to make quality development and investment decisions in respect of New Zealand feature films.

The Investment and Development Executive is the key point of contact in NZFC for applicants and will assist them from end to end with their NZFC engagement. They will act as a referral point and will be mandated to follow up that our stakeholders are receiving a responsive service.

The Investment and Development Executive will also help prospective applicants for funding to understand our selection criteria so that they may effectively self-assess when a project is ready to submit and its likelihood of success so that potentially unsuccessful applications are discouraged early.

Tō Mahi | What you do

You are accountable for

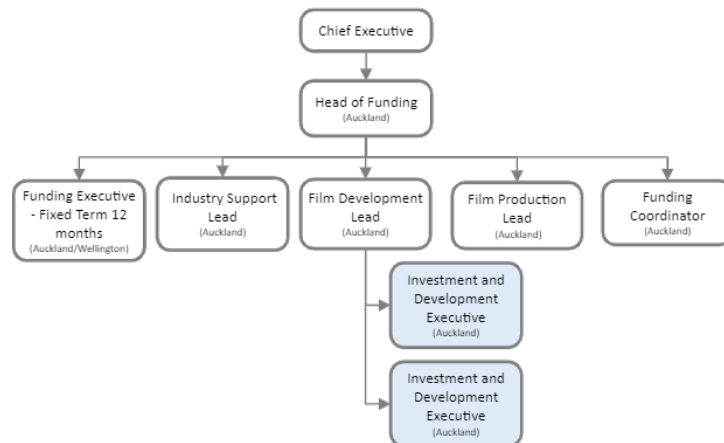
- Developing and drafting the funding guidelines to support the identification of quality creative content for assessing and approving feature film investment by the New Zealand Film Commission.
- Designing, implementing, and advising on the procedures for seeking funding – for script/story development and for film production funding.
- Advising and assisting film makers to seek feature film funding through the New Zealand Film Commission Klevr Grants portal. This includes liaison with applicants and advice on gaps in their application.
- Managing the online application process for feature film funding through the Klevr Grants portal.
- Coordinating assessors and the assessment process that contributes to funding decision making and communication.
- Reviewing and assessing applications for NZFC feature film funding.
- Providing balanced advice internally on film applications/projects, including the finance, the proposed budget, the market potential of the project, and the technical capability of the applicants.
- Preparing application summaries and papers to support the funding decision making process.
- Participating in and supporting the decision-making process for feature film funding, including presenting information, responding to queries, contributing advice, taking minutes, and recording decisions.
- Managing the communication process to applicants for feature film funding, ensuring that assessor feedback is moderated and that the reasons behind NZFC decisions to decline funding are communicated clearly and constructively to the unsuccessful applicant(s).
- Advising successful applicants for funding of the NZFC decision to fund and preparing the contractual documentation in conjunction with the Legal and Business Affairs team.
- Contributing to the delivery of our Te Rautaki Māori objectives through the support provided to the industry and through the way we perform our work. As a member of the NZFC team, you are responsible for supporting and promoting the achievement of our objectives under this strategy and our Diversity and Inclusion strategy.
- Participating in industry outreach, preparing and presenting to the film industry on the feature film investment process.
- Contributing to the work of NZFC to set up and run industry events.
- Preparing Board and meeting papers, managing reporting requirements, maintaining records and files.
- Developing and drafting the guidelines/criteria to support the identification of quality creative content for feature film funding and early-stage creative ideas for development funding.
- Supporting and advising on the process for considering unscripted film projects and the criteria for assessing the potential of these projects.

- Being the primary point of contact for applicants/film makers as their funded film progresses through the NZFC system to completion.
- Supporting the Film Development Lead by reading and assessing the scripts that are submitted for NZFC feature film funding. This includes presenting the output of this assessment to the Film Development Lead.
- Supporting the Film Development Lead by assessing the merits of unscripted film production proposals and presenting the output from this.
- Championing the promotion of inclusivity in feature film content.
- Championing cultural sensitivity and respect in feature film content.
- Contributing to discussions and decision making for feature film investment.
- Administering the development funding application and decision-making process, including preparing papers and collating contributions to the decision-making process.
- Monitoring the administration of NZFC development funding to ensure that this money is being spent in accordance with the terms of the funding.
- Developing and drafting the guidelines and process for assessing and approving script development funding.

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, supporting colleagues and driving for results.
- 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.
- 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 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.
- **Developing and managing processes.** I understand, design, and advise on processes and controls that support business functions and compliance. I consult and engage with key stakeholders to consider their perspectives and make it as easy as possible for our stakeholders to engage with us. I identify and apply the necessary processes to get things done and simplify complex processes in a way that supports a positive stakeholder experience.
- **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 a 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:

- A relevant tertiary qualification or the equivalent gained through experience.
- Previous experience within the film or television industry.
- Knowledge of screen production requirements.
- Experience analysing scripts for their commercial and cultural potential.
- Established industry networks and relationships.
- Experience with project planning, management, contracting and budgeting in a film production environment.
- Advanced capability with the Office 365 and Adobe suites.
- Advanced capability with online media.
- A thorough understanding of the legislative and regulatory frameworks that apply to the New Zealand Film Commission.
- A systems-thinking approach to problem solving and process design so that our processes are coherent, simplified and streamlined.
- Commercial acumen.