



## Grants Administrator

### 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 Grants Administrator plays a vital role in managing and supporting the New Zealand Film Commission's grants programme, which includes project and professional development, international placement, travel, guild core support and industry development and other new grants that may be established.

You will oversee and contribute to the smooth delivery of these grants by coordinating applications, maintaining accurate records, and ensuring timely and effective communication with applicants and stakeholders. You will also support robust decision-making through quality analysis, data management, and reporting.

As the KlevrGrants subject matter expert, you will maintain a strong understanding of both the technical system and our film grants business processes. You will act as a key liaison between end users and IT support, assisting with troubleshooting, managing system and programme reporting, and ensuring data integrity through accurate data entry. This role combines administrative precision with analytical thinking. You will help improve systems and processes, including applying AI tools to streamline workflows and enhance efficiency. Whether you're assessing the eligibility of applications, preparing materials for decision-making panels, or contributing to digital improvements, your work will ensure a smooth applicant experience and effective grants management. In addition to effectively overseeing the administration of our grants programme,

you will contribute to the smooth running of the NZFC office in Auckland, assisting with events, team coordination, and general operations as needed.

# Tō Mahi | What you do

## You are accountable for

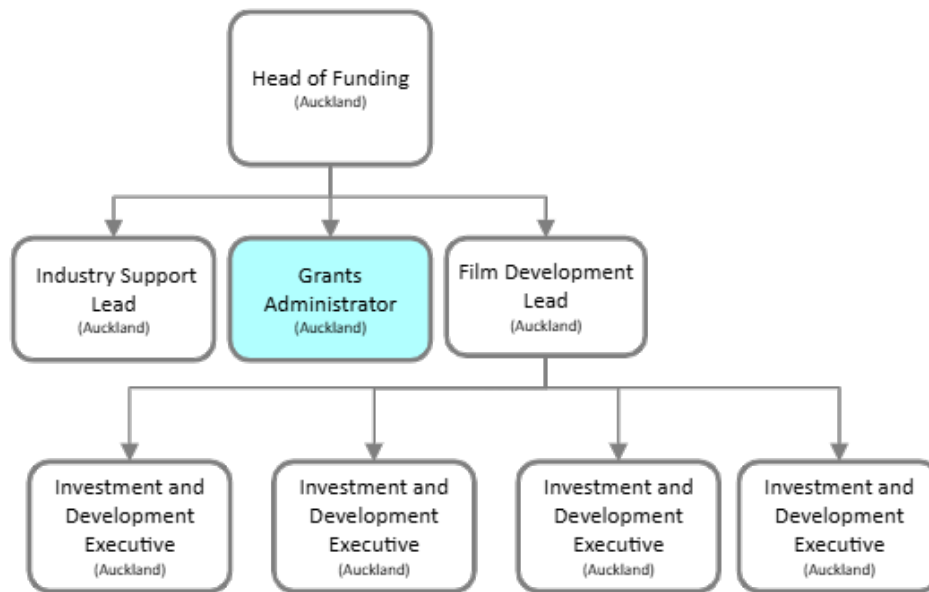
- **Overseeing the coordination of grants processes**, including receiving applications, checking for completeness and compliance, identifying gaps in information, and communicating eligibility and timeframes to applicants. This includes following up with applicants when further information is required to support decision-making.
- **Develop the annual Grant programme and timetable**, contributing ideas and helping coordinate timelines and communications.
- **Managing the conflicts of interest identification process** in relation to funding decisions being considered by the NZFC. This includes identifying and maintaining a central record of all conflicts or potential conflicts of interest.
- Providing advice and support to KlevrGrants users, **developing expertise in the system over time**, and troubleshooting basic issues to support Executives in using KlevrGrants effectively.
- **Maintaining accurate records and generating reports using KlevrGrants**, including inputting applicant and film project data, and producing reports to support grant assessment and analysis.
- **Providing technical support and assistance to funding rounds** including scheduling, collating applications, analysing and summarising application details, preparing material for decision-making panels.
- **Ensuring that accurate records are maintained in KlevrGrants**. This includes inputting and maintaining applicant and film project data into KlevrGrants.
- **Learning and applying AI productivity tools** to improve efficiency and streamline repetitive tasks within grants management.
- **Contributing to continuous improvement of systems and processes**, including updating user guides and applying AI tools to improve accuracy and consistency in managing grants-related documents and tracking systems.
- **Contributing to digital process improvements** by testing and providing feedback on AI enabled tools or systems to support the business processes of NZFC.
- Extracting data from systems and producing reports to support decision-making and reporting. **Presenting data in visual and summarised formats**, with support and guidance as needed.
- **Ensuring our grants and KlevrGrants information is maintained and up to date on our website**.
- **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.
- Ensuring that our records are organised and maintained including designing our systems to ensure documents are managed, stored and archived **to meet our Public Records requirements**.
- **Supporting the smooth running of the office environment**, including assisting with supplies, events, workshops, and providing general support to the wider team.

- Delivering duties reasonably within the scope of this position which may not be specifically listed here.

## **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, stakeholders and customers.
- 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:** Head of Funding  
**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 customers and stakeholders and apply this understanding to drive satisfaction with the services I provide. I actively seek out customer/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 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 high level of digital literacy including Microsoft Office suite (or similar) and database systems combined with an aptitude to quickly learn and master new software packages and a willingness to learn and apply AI and productivity tools in day-to-day work.
- Experience in grants administration and/or funding programme coordination including using grants management systems (e.g., KlevrGrants or similar), and troubleshooting, reporting, and data entry.
- Demonstrated ability to manage complex tracking documents (spreadsheets, databases) and identify opportunities to streamline or automate processes using available tools.
- Comfortable adapting to new technologies and contributing to digital process improvements in a team environment.
- A high level of capability in understanding and following detailed business processes combined with the ability to critically and continuously improve processes for efficiency and quality.
- Confident in bridging the gap between technical detail and practical understanding for end users experience.
- Experience with data analysis and reporting, including presenting data in visual formats.
- Strong organisational and time management skills, with the ability to manage competing priorities in a deadline-driven environment.