



Co-Production and Incentives Executive

Tō mātou pūtake | Our purpose

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

The New Zealand Film Commission (NZFC) 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 Co-Production and Incentives Executive supports the Head of Co-Production and Incentives to build and maintain international relations. They achieve this by assisting the research and preparation for the negotiation of co-production arrangements; by certifying co-productions and New Zealand productions for tax purposes; by facilitating connections for NZ screen talent internationally and locally in co-production terms; by leveraging and administering the New Zealand Screen Productions Rebate (NZSPR) and 5% Uplift to maximise co-production benefits to the industry; and by applying due diligence to the financial aspects of co-production options.

Tō Mahi | What you do

You are accountable for

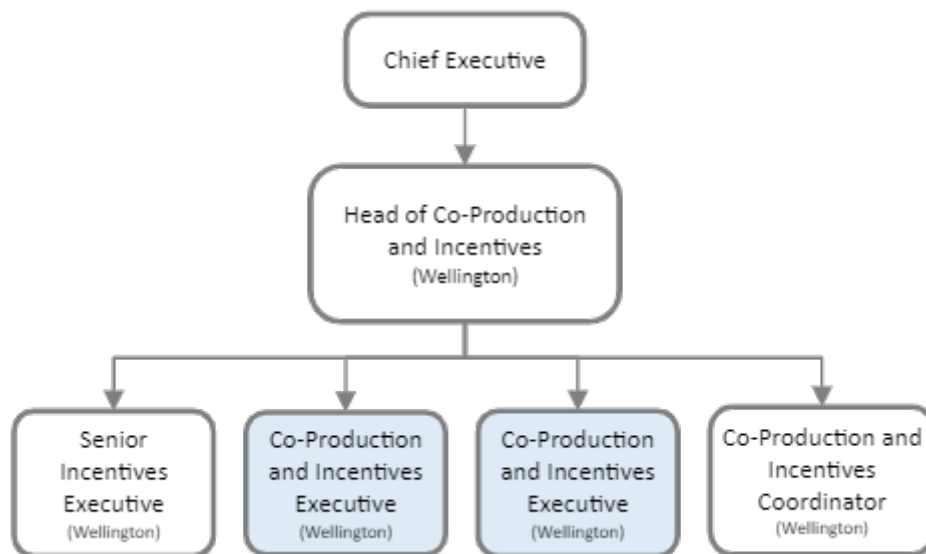
- Building and maintaining relations with key industry contacts, supporting the Head of Co-production and Incentives to build effective international relationships and to contribute to our collective effort to grow and develop the New Zealand film industry, as a film destination, in support of our talent and through the promotion of co-productions.
- Supporting the NZFC and Head of Co-production and Incentives to build and leverage effective networks and positive relationships both internationally and domestically to meet our organisational goals.
- Managing preliminary applications for co-production status and funding. This will include liaising with the interested parties about their application, seeking omitted information, advising on the suitability of their application, indicating where application weaknesses exist and where flexibility could apply.
- Working with the Film Production Lead to assess the financial merits and risks associated with co-production budgets, schedules and plans being submitted to the NZFC for co-production agreements.

- Evaluating requests for co-production certification under our bilateral arrangements with foreign jurisdictions; ensuring that the eligibility criteria for co-production financing are applied to this evaluation and are met; and ensuring that there is an appropriate balance between the financial contributions of each country that is also reflective of the relative creative contributions and per country expenditure.
- Undertaking due diligence checks to assure ourselves of the legitimacy of rebates we are processing.
- Assisting New Zealand film makers (producers, directors, writers, and actors) to engage with international partners and to create connections and opportunities for career success commercially and creatively and to grow the sustainability of our screen and film sector.
- Monitoring compliance with the terms of the co-production arrangement(s) through the production and post-production stages of the project. Liaising with producers and Legal and Business Affairs in circumstances where non-compliance with the terms of the co-production arrangement(s) may put co-production certification at risk.
- Processing applications for rebates under the NZSPR scheme. Managing the application process for the scheme and the various rebates available under the scheme. This includes receiving the applications, reviewing the applications to make sure they are complete, following up on missing information with applicants, assessing the applications to confirm their entitlement to the rebate and that the criteria have been met, and carrying out any due diligence required to confirm the authenticity of the claims.
- Ensuring that accurate, clear and understandable scheme information is available publicly to enable access by interested parties (having regard for the accessibility needs of diverse communities).
- Maintaining all written guidance, process maps and FAQs and associated documentation available through the website.
- Answering queries and providing information to potential applicants for NZSPR, particularly the types of rebates available, the entitlements under the scheme, the eligibility criteria, and the application and funding process.
- Supporting and processing applications for the 5% Uplift in relation to qualifying expenditure.
- Preparing and submitting papers recommending the applications for rebates that should be approved, and summarising applications for rebates that are not supported and why, and applications that are pending.
- Liaising internally and externally (IRD, auditors, MBIE, MCH) over rebate applications and decisions.
- Contributing to the development of our Te Rautaki Māori strategy. Ensuring our Te Rautaki Māori objectives are delivered on through the support we provide to the industry and the funding decisions we make.
- Supporting the Head of Co-Production and Incentives with research assistance, process development and documentation, and support for negotiations as required.
- Maintaining records of decisions and reporting on decisions, progress and outcomes.
- Developing and maintaining a procedure guide.
- Filing all documents and correspondence.
- Working with Attraction and Marketing team to communicate to the screen industry any changes to the co-production and NZSPR schemes.

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 NZFC 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:

Head of Co-Production and Incentives

You lead a team of:

This position has no reporting kaimahi | staff

Location:

Wellington

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.
- **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 stakeholders. I am aware of, and comply with, information security requirements.

Specialist Technical Capabilities

To be successful in this position you will have:

- Experience with international relations and experience working in a government context. This includes the ability to understand, negotiate and interpret international treaties, or the ability to efficiently develop any capability required if this is not already held (e.g. negotiating international treaties).
- Understanding of the film production environment and in particular knowledge of international co-productions arrangements and needs
- A good level of understanding of the NZSPR scheme and the 5% uplift requirements and the ability to critically assess applications under these provisions.