



Senior 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 Senior Legal and Business Affairs Executive works as part of the Legal & Business Affairs team to help ensure that the NZFC meets its legal obligations as a decision maker and funder, to deliver on our purpose and to manage risk.

Tō Mahi | What you do

You are accountable for

- Working with our Leadership team and our Project Manager, Terms of Trade Review, to review, update and improve our Terms of Trade, Guidelines, investment agreement templates and other transactional document templates.
- Working with our Policy team on drafting, reviewing and improving NZFC policies and procedures, to ensure that they are clear, easy to understand, robust and appropriately manage the NZFC's risk.
- Working with our Co-production and Incentives team in relation to the administration of Official Co-Production Certification and the Screen Production Rebate.
- Working with all of our staff to ensure that we are complying with principles of good decision making.
- Working with our Policy team on Official Information Act requests, Select Committee Requests and privacy concerns, as required.
- Monitoring, reporting and advising colleagues on 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).
- Maintaining the NZFC Delegations Schedule, ensuring it is up to date and that the authority delegated by the Board is complied with and enacted correctly by NZFC staff.
- Assisting with drafting film development and production funding agreements and managing investment transactions, including negotiations with producers, lenders, completion guarantors, broadcasters and distributors, as required.

- Working with external legal counsel, when needed, for additional capacity or specialist advice.
- Helping 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.
- Identifying opportunities for continuous improvement in the ways the NZFC operates and manages risk.
- Providing peer review and constructive and sensitive feedback to colleagues in the Legal & Business Affairs team.
- Achieving the NZFC's objectives under its Te Rautaki Māori, Diversity and Inclusion Strategy and Carbon Emissions Reduction Strategy.

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.
- 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 Legal and Business Affairs
Location:	Auckland preferred, but we will consider Wellington for the right person.
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 which allows me to convey key ideas and issues in a way that is suitable to the audience and supports our strategic direction.
- **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.
- **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 am organised and 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, proactively plan for problems and roadblocks and drive toward outcomes. I am resilient, self-motivated, self-reliant and a good problem-solver.
- **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) with advanced legal qualifications preferred (Masters level) and hold a current New Zealand practising certificate.
- At least fifteen years' relevant post-qualification experience working in the television and film industry, or in banking and finance, or in in central or local government.
- Sound technical legal skills.
- A good knowledge of public law and the mechanisms of government, experience working on legislative compliance, policies and procedures and practical application of the principles of good decision making.
- A good knowledge of contract and intellectual property law.