



Investment and Development 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 Investment and Development Executive (Executive) administers development and production funding for New Zealand feature films. They contribute to processes that support the New Zealand Film Commission to make quality development and investment decisions.

The Executive provides advice to the Filmmaking community about our funding processes. They are the key point of contact for applicants and their teams and assist them from end to end with their NZFC engagement. This includes helping prospective applicants to understand our selection criteria so that they can determine if a project is ready to submit.

The Executive assesses scripts and other creative submission documents and makes recommendations to support exciting projects and teams. They then provide guidance and support to successful applicants to ensure a rigorous development process.

They also assess production funding applications for both scripted and unscripted projects, and work with assessors and the wider team to make recommendations to board. This includes assessment of budget, cashflow, finance documents and associated contracts.

Once a film receives production funding from NZFC, the Executive remains the filmmaking team's key point of contact within NZFC. They support the team through the contractual close process and liaise with the Legal and Business Affairs team to ensure the best outcomes possible for the film, and that both the filmmakers and the NZFC's needs are met through the contracting process.

The Executive is also 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 Executive, along with the Funding Team, liaises with other teams in the organisation including Marketing & Attractions and Co-productions and Incentive to ensure timely, accurate information sharing.

Tō Mahi | What you do

You are accountable for

- Advising and assisting filmmakers who are seeking feature film development and production funding and managing the online application process for this funding.
- Supporting filmmakers with technical support and managing the technical administration of applications and funding via the various NZFC IT systems.
- Assessing applications and providing balanced advice internally on film projects, including the script, other creative documents, finance, the proposed budget, the market potential of the project, and the technical capability of the applicants.
- Coordinating assessors and the assessment process that contributes to funding decisions.
- Preparing application summaries and papers to support the funding decision making process, including presenting information, responding to queries, contributing advice, taking minutes, and recording decisions, and preparing Board Papers.
- Managing the communication process with applicants and ensuring that the reasons behind NZFC decisions to decline funding are communicated clearly and constructively to the unsuccessful applicant(s).
- Being the filmmaking teams' key point of contact within NZFC once a film is confirmed for development or production funding.
- Supporting funded filmmaking teams to engage in a rigorous development process.
- If a film is funded for production, supporting the team through the close process. This includes liaising with the Legal and Business Affairs team to ensure the best outcomes possible for the film, and that both the filmmakers and the NZFC's needs are met through the contracting process.
- During production and delivery receive and monitor cost reporting and maintain relationships with the team, the bond and other relevant parties.
- Managing reporting requirements, maintaining records and files.
- Monitoring the administration of NZFC development funding to ensure that this money is being spent in accordance with the terms of the funding.
- 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.
- Championing diversity, inclusion and cultural sensitivity and respect in feature film content.
- Participating in industry outreach, such as preparing and presenting to the film industry on the feature film investment process.

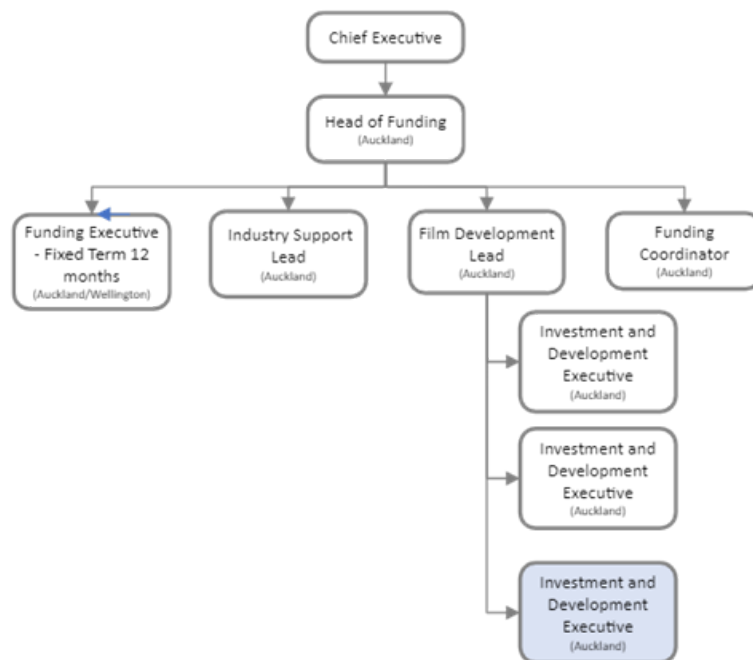
You achieve this by

- 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.
- Building strong credibility with the Board, our team and our stakeholder community.
- Managing significant risk, identifying where it exists, and actively working to mitigate this 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.
- Significant 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 and budgeting.
- A systems-thinking approach to problem solving and process design so that our processes are coherent, simplified and streamlined.
- Financial/commercial literacy.
- Excellent IT competency, ability to use a range of software or to learn quickly if something is new to you.