



## Co-Production and Incentives Coordinator

### 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 Co-Production and Incentives Coordinator supports the Co-Production and Incentives team who are focused on securing international film co-productions for NZ and administering the Screen Production Rebate Scheme.

### Tō Mahi | What you do

#### You are accountable for

##### Incentives and Co-Production

- Supporting the Co-Production and Incentives team by:
  - Aiding the administration of the Screen Production Rebate Scheme and the Co-Production Certification process (detailed below).
  - Keeping databases updated with accurate information, collecting and collating data for Board papers, newsletters, and to meet statutory reporting requirements, and assisting with the preparation and production of reports.
  - Coordinating team meetings, preparing agendas, taking minutes, recording and tracking action items.
  - Maintaining the calendar of key and programmed events and activity across the team.
  - Sharing responsibilities with other team members to maintain a live applications schedule.
  - Monitoring the website to identify when changes to the sections related to the Co-Production or the Screen Production Rebate Scheme are required and arranging for updates.
  - Responding to general inquiries relating to Co-Production and Incentives when appropriate.
  - Managing team members' diaries when on international travel.

- Supporting the processing and administering of the Screen Production Rebate Scheme by:
  - Ensuring complete information is received, and following up with applicants on information required to assess applications.
  - Co-ordinating Rebate Panel meetings, preparing agendas, preparing/collating panel papers, taking minutes when required, recording and tracking action items, and circulating a Summary of Decisions.
  - Assigning Rebate applications to consultants, tracking consultants' workload, responding to consultants' queries where possible, and circulating the agenda for regular consultant meetings.
  - Filing and tracking receipt of consultants' reports and invoices.
  - Preparing application acknowledgement letters for provisional, interim and final applications and circulating internally, to applicants, relevant Ministries, and to the IRD.
  - Preparing waiver approval letters e.g. waiver of SPV requirements, promotional materials etc.
  - Preparing registration acknowledgement letters for international productions.
  - Keeping other NZFC departments informed about new and upcoming applications when necessary.
  - Sharing promotional materials with other NZFC departments when necessary.
  - Ensuring the website is updated regularly to accurately reflect the decisions of the Rebate Panel.
  - Filing and tracking receipt of letters from the IRD.
  - Maintaining a Conflict of Interest register against live applications.
  
- Supporting the processing and administering of the Co-Production Certification process by:
  - Ensuring complete information is received, and following up with applicants on information required to assess applications.
  - Preparing application acknowledgement letters and circulating internally, to applicants, and to the corresponding Competent Authority/Authorities.
  - Co-ordinating NZFC Certification Committee meetings, preparing agendas, preparing/collating meeting papers, taking minutes, recording and tracking action items, circulating a summary of decisions and updating internal and external tracking documents of Certification Committee decisions.
  - Corresponding with the relevant Competent Authority/Authorities at key milestones during the application process, and to general co-production queries where possible.
  - Ensuring the website is updated to accurately reflect the decisions of the Certification Committee.
  - Ensuring application documents are filed correctly and updated when necessary.

### **Other Responsibilities**

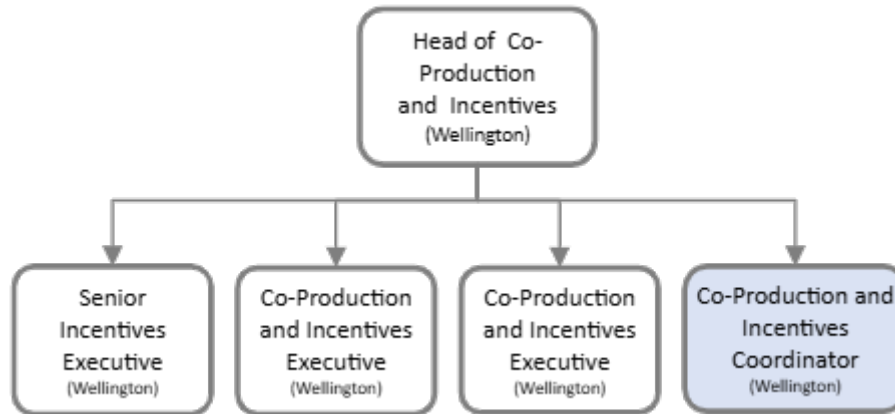
- Contributing to the delivery of our Te Rautaki Māori objectives through the support provided to the industry and through the way we perform our work. As a member of the NZFC team, you are responsible for supporting and promoting the achievement of our objectives under this strategy.
- Working collegially to ensure that work is covered, and assistance is provided during periods of absence and high work volumes when capacity allows.
  - This may include/includes sharing responsibilities with other coordinators to assist with office administration tasks in periods of absence or high demand.

- 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 Co-Production and Incentives  
**You lead a team of:** Position has no reporting kaimahi | staff  
**Position 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.
- **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:

- Technical capability with the Microsoft 365 suite of tools and the Adobe suite.
- The ability to quickly develop expertise in a variety of technologies and systems.
- Knowledge of screen production requirements.
- Established industry networks and relationships.
- Experience with project and programme coordination.