ROLE PROFILE: – MANAGER, IN-HOUSE PRODUCTION

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>ROLE REPORTS TO</td>
<td>Head of Content Creation</td>
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<tr>
<td>REPORTING TO THIS ROLE</td>
<td>Multi-platform Producers, Senior Production Manager, Production Manager</td>
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<tr>
<td>WORKING WITH THIS ROLE</td>
<td>Director of Content, Head of Content Creation, Head of Daily News, Head of Daily Planning, Head of Audience Engagement, Creative Manager, Customer Journeys Manager, Research Manager, Data Analyst, Sales</td>
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<tr>
<td>LIAISES WITH INTERNAL</td>
<td>Te Pae Urungi, Te Apārangi, Content Creation Team, Audience Engagement Team, Reo Team, Technology Team, Finance, HR &amp; Administration, Media Operations Team</td>
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<tr>
<td>LIAISES WITH EXTERNAL</td>
<td>Contractors, Funding Stakeholders, Content Collaborators</td>
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BACKGROUND: MĀORI TELEVISION
Māori Television is New Zealand’s indigenous broadcaster, providing a wide range of local and international programmes for audiences across the country and online.

Our Vision
Māori language is a taonga (treasure) at the heart of Māori culture and New Zealand’s unique cultural identity. Our vision is for Māori Television to be "Te Kūaha ki te Ao Māori". Launched in 2004, Māori Television has two key long-term objectives:

- To significantly contribute to the revitalisation of the Māori language; and
- To be an independent Māori television service that is relevant, effective and widely accessible.

Outcomes Framework
We are working towards four outcomes:

1. More people value te reo me ngā tikanga Māori as part of our national identity. We will create, obtain and deliver content that enables people to value the Māori language and culture as a unique identity of Aotearoa. We will deliver content that supports people to use and learn the language, and celebrates the Māori culture. We want to reach out to as many people as possible, and we will have relationships with more people and partners so te reo Māori is heard and spoken throughout our communities.

2. More young people are excited about te reo Māori me ngā tikanga Māori. We will create, obtain and deliver content that excites young people about te ao Māori and inspires them to value and use te reo Māori me ngā tikanga Māori.

3. More people are engaged with high quality reo Māori and Māori content. We will create, obtain and deliver content that is well made and has a unique point of difference that will engage audiences and be available on various platforms. Our reo Māori content will be of high quality and will target audiences of different reo Māori abilities. We will produce content that provides Māori with an opportunity to learn more about their past to prepare them for their future.
4. Our organisation inspires the revitalisation of te reo Māori me ngā tikanga Māori. We will provide an organisational culture that supports our people and partners to use te reo Māori me ngā tikanga Māori in an innovative and creative way.

**PURPOSE AND PRIMARY GOALS OF ROLE**

The purpose of this role is to manage and oversee the efficient and effective operation of the In-House Production department. As a key member of the Content Leadership Team, you will support the Head of Content Creation to develop and create content that aligns to Māori Television’s Content strategy and Outcomes Framework.

**PRIMARY RESPONSIBILITIES**

1. Support the development & successful achievement of Māori Television’s Content strategy & Outcomes Framework.
2. Manage and oversee the operational management of In-house Production and achieve department budgets within agreed parameters.
3. Manage in-house procurement and production of in-house content for all platforms to meet our statutory requirements, maximise audiences and best implement and deliver on the Content Strategy & Outcome Framework including:
   a. Develop programme content for in-house production;
   b. Incorporating our te reo me ngā tikanga Māori strategies into all in-house programming; and
   c. Executive production leadership and operational management of in-house production content that engages with statutory and growth audiences.
4. Provide strong leadership alongside the Head of Content Creation on all content related matters and provide regular high quality reports in the required format and timeframes.

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<tr>
<th>Key Results Areas (KRAs)</th>
<th>Critical Tasks (CTs)</th>
<th>Key Performance Indicators (KPIs)</th>
<th>Competencies</th>
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| **Support the development & successful achievement of Māori Television’s Outcomes Framework & Content Strategy** | • To develop new programmes and assist the Head of Content Creation in the successful achievement of Māori Television’s Outcomes Framework & Content strategy  
• Work with other senior leaders and staff to ensure effective and efficient co-ordination across all | • Contribution of content ideas to build audiences, and achieve statutory objectives and key funding milestones  
• Outcomes Framework & Content strategy measures  
• In-house production team operates according to Māori Television policy and guidelines  
• Quality assurance processes | • Ability to identify strong programme ideas and an understanding of Maori Television Programming Strategy.  
• Understanding of reo & tikanga strategies, budgets, production schedules, digital strategies, key personnel, programme ideas and formats. |

Manager, In-house Production, FINAL – August 2019
| Manage and oversee the operational management of the In-house Production. | Provide inspirational, creative leadership and production support to the Production Teams.  
Human Resource Management of In-house production team  
Work with other members of the team at Māori Television to ensure effective and efficient co-ordination across all departments and Māori Television.  
Work with the contracts department to draw up agreements for contractors, artists and crew members | Clear direction established and monitored  
Quality assurance processes in place  
Morale of the Production Department monitored, trends tracked and action taken | Extensive production skills  
Report writing skills  
Good understanding of te reo Māori  
Ability to develop a Production Plan and Strategic Plan for In-house programmes.  
Understanding of the marketplace.  
Ability to diagnose training gaps in staff  
Motivational skills  
Understanding of Confidentiality and Privacy Act. All confidential |
| **Financial Management** | - Be responsible for all production and department annual budget.  
- Ensure all production and department annual budgets expenses stay within budget.  
- Maintain oversight  
- Address financial reporting and facilitate necessary paperwork.  
- Approve or deny all requests for all production related costs in consultation with Manager, In-house production.  
- Oversee production budgets and finalised full delivery of production deliverables with Production Managers. | - Ensure Production and department allocated budgets stays within budget.  
- Demonstrate ability to formulate a realistic budget and production schedule.  
- Oversee each production and ensures that all expenses stay within budget  
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.  
- Annual department budget timeframe met and mechanisms in place to ensure expenditure on track.  
- All productions financial completion reports closed and timeframes met as outlined by Head of Content Creation. | - Financial management skills  
- Ability to read proposal and develop a full schedule and production budget  
- Ability to review reports  
- Compiles with and helps to enforce standard policies and procedures  
- Holds regular meetings with Producers and production team  
- Negotiation skills |

| **Manage in-house procurement and production of in-house content for all platforms to meet our statutory requirements, maximise audiences best implement and deliver on the Content Strategy & Outcome Framework.** | - To set direction and standard of production content.  
- To critique and evaluate  
- To perform all other duties as needed or assigned by Head of Content Creation.  
- Preparing proposal ideas to commissioning department | - In-house production targets in terms of genre, volume, quality and cost are monitored  
- Plan in place with standard operating procedures and clear monitoring guidelines  
- Clear direction established | - Understanding Editorial TV production, delivery time and mechanisms  
- Extensive Knowledge of Te Reo and Tikanga Māori  
- Extensive Knowledge of funding processes and production industry |
| Maintain relationships | • Is capable of maintaining a network of industry performers and other artists  
• Exhibit ability to think both creatively and analytically  
• Possess excellent time management and multi-tasking skills  
• Is willing and able to travel for work-related events  
• Interview industry professionals to determine their fit for a position | • Networks established and maintained  
• Seeks and participates in development opportunities for production | • Ability to develop evaluation systems  
• Hands on content production experience  
• Knowledge of Broadcasting Standards legislation  
• Significant Network Television experience |

| Health and Safety | • Work within occupational health & safety regulations  
• Accidents are minimised | • Compliance with policies and procedures |
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<tr>
<th>Risk management - Maximise opportunities and minimise risk of current market, technology, legal and political trends likely to impact on Māori Television.</th>
<th>• Opportunities are maximised and minimisation of risk of current market, technology, legal and political trends impacting on Māori Television have been made in a timely manner.</th>
<th>• Opportunities that are maximised are managed so risks are minimised</th>
<th>• Risk Management awareness</th>
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<tr>
<td>Develop Staff</td>
<td>• Provide personal development plans for each employee.</td>
<td>• Personal development plans completed as part of annual performance review.</td>
<td>• Performance motivation skills. • Leadership skills.</td>
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<tr>
<td>Provide reports as required.</td>
<td>• Reports to the Head of Content Creation as required.</td>
<td>• Reports received in the required format and timely manner.</td>
<td>• Report writing skills. • Be an excellent deadline achiever.</td>
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<td>Iwi content development and content creation</td>
<td>• In consultation with Head of Content, to develop and manage relationships with external Māori bodies to acquire and produce programming to meet Te Reo schedule demands</td>
<td>• Meetings held with relevant Māori bodies. • Programme proposals developed with budgets and management plans. • Schedule slots developed for Iwi programmes</td>
<td>• Te Reo and Tikanga skills • Budgeting skills • People and Financial Management skills</td>
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<tr>
<td>Personal Development</td>
<td>• Participate in MTS assigned training courses</td>
<td>• 100% attendance • Use knowledge in practice</td>
<td>• Application of knowledge</td>
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**CONTRIBUTION TO MĀORI TELEVISION**

Manager, In-house Production, FINAL – August 2019
• To ensure that any ideas that may enhance the productivity or systems of the company are brought to the attention of your manager;
• Communicate care and passion for the Māori Television Brand;
• Strive to be positive and constructive at all times;
• Straight talking about the facts of the situation – open discussions are the best way to find solutions;
• Help others through communicating clearly;
• Deliver on commitments;
• Support all of the team that you are working with to ensure the achievement of goals;
• Volunteer for projects as is practical outside your normal scope to widen your contribution to the overall success of the company;
• Adhere to all company policies;
• Carry out any other tasks that arise to meet the operational needs of Māori Television

LIVING OUR VALUES
Māori Television is a leader in media content and technology. We succeed because of the talents and commitment of our people. We can all contribute to making Māori Television a great place to be, to have fun and succeed – for ourselves and the reason we are here to best support the reason we are all here, Te Kūaha ki te Ao Māori. We have four values about how we get along. They sum up how we do work here at MTS. By applying these values in our work, we can make our work more constructive and rewarding:

The principles that guide and rule how we will operate and work together are:
• Kia Tika - Be professional and maintain high standards;
• Kia Pono - Be truthful, honest and act with integrity;
• Kia Aroha - Be respectful and demonstrate empathy;
• Kia Māori - Maintain core Māori values.

MANAGER EXPECTATIONS
This role is identified as a manager and leader of people the following are EXPECTED LEADERSHIP BEHAVIOURS of the person:

Shaping
Involves the right people in developing work plans.
Stands up for what is important.
Adjusts plans and actions as necessary in times of change.
Communicates the priorities of MTS as a whole.
Creates a positive picture of the future for employees.
**Mobilising**
Communicates clearly the results expected from others.
Appeals to people’s hearts and minds to lead them in a new direction.
Demonstrates care for the members of the team.
Demonstrates confidence in the abilities of others.
Let’s people know how they are progressing towards goals.
Supports the team to ensure the achievement of goals.
Volunteers for projects outside normal scope of duties to widen own contribution to MTS.

**Interpreting**
Seeks information from as many sources as possible.
Knows how own work supports the Company’s overall strategy.
Analyses how well the members of the team work together.
Knows the capabilities and motivations of the team.
Knows own capabilities and motivations.

**Inspiring**
Promotes the development of people’s talents.
Recognises the contribution of others.
Enables others to feel and act like leaders.
Stimulates others thinking.
Builds enthusiasm about projects and assignments.

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<tr>
<th>The Employee</th>
<th>On behalf of Māori Television</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Signature</td>
<td>Position:</td>
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<td>Date</td>
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