ROLE PROFILE: SENIOR PRODUCTION MANAGER

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Content Creation, In-house Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLE REPORTS TO</td>
<td>Manager, In-house Production</td>
</tr>
<tr>
<td>REPORTING TO THIS ROLE</td>
<td>Nil</td>
</tr>
<tr>
<td>WORKING WITH THIS ROLE</td>
<td>Manager In-house Production, Multi-platform Producers, Production Manager, Production teams</td>
</tr>
<tr>
<td>LIASES WITH INTERNAL</td>
<td>Content Creation Team, Audience Engagement Team, Reo Team, Technology Team, Finance, HR &amp; Administration, Media Operations Team</td>
</tr>
<tr>
<td>LIASES WITH EXTERNAL</td>
<td>Contractors, Equipment Suppliers, Outside Broadcast Providers, Talent</td>
</tr>
</tbody>
</table>

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 plan and provide production management support across In-House Production programme content, this includes production budgets and schedules as allocated by the Manager, In-house Production. As a key member of the In-house Production team, you will support the Manager, In-house Production to develop and create content that aligns to Māori Television’s Content Strategy and Outcomes Framework.

1. To plan Internal productions for linear and online broadcast.
2. To manage the production budgets, and coordinate resources and people resources for the Productions.
3. To provide administrative support throughout the development process
4. To monitor logistics, timeframes and budgets
<table>
<thead>
<tr>
<th>Key Result Areas (KRAs)</th>
<th>Critical Tasks (CTs)</th>
<th>Key Performance Indicators (KPIs)</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>• Collaborate with Manager, In-house Production to plan productions considering resource requirements, timeframes and budgets.</td>
<td>• All productions are formally planned in advance. • To draft production budgets and schedules at planning &amp; proposal stage.</td>
<td>• Exceptional Production Planning skills. • Financial Projections. • Good writing skills. • Excellent knowledge of Word processing and spreadsheet applications. • Minimum Syrs Television Production Experience. • Attention to detail.</td>
</tr>
<tr>
<td>Financial Management</td>
<td>• Be responsible for day to day management of each production budget and department annual budget. • Oversee production and department budget and ensures that all expenses stay within budget. • Maintain oversight. • Address financial reporting and facilitate necessary paperwork. • Oversee all contracts before Manager, In-house production signature. • Approve or deny all requests for all production related costs in consultation with Manager, In-house production.</td>
<td>• Ensure Production and department allocated budgets stays within budget. • Demonstrate ability to formulate a realistic budget and production schedule. • All expenses stay within allocated budget. • Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. • Corrective action overseen where required.</td>
<td>• 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 • Excellent Communication skills. • Attention to detail. • Excellent negotiation skills</td>
</tr>
<tr>
<td>Key Result Areas (KRAs)</td>
<td>Critical Tasks (CTs)</td>
<td>Key Performance Indicators (KPIs)</td>
<td>Competencies</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
</tbody>
</table>
| Scheduling                  | • Liaise with Multi-Platform Producers and Operations team to schedule resource as required.                | • Evidence of scheduling.  
• To monitor and update schedules.                                                                 | • Excellent multi-tasker.  
• Excellent Communication skills.  
• Attention to detail |
|                             | • Confirm availability of resources in line with schedule.                                                 |                                                                                                    |                                                   |
| Production Logistics        | • Provide logistical support throughout the production process to the Producer and production team.       | • Actual performance meets projections in terms of quality, timeframes and budget.                   | • Resourceful.  
• Motivated and energetic.  
• Excellent Communication.  
• Understands the production requirements at a logistical level.  
• Flexible approach. |
|                             | • Communicate with resource personnel both internally and externally.                                      | • To book facilities, crew and equipment.                                                           |                                                   |
|                             | • To ensure crew have all equipment needed to complete the job.                                            | • To ensure crew have all equipment needed to complete the job.                                      |                                                   |
|                             | • Prepare callsheets as required.                                                                          | • Prepare callsheets as required.                                                                   |                                                   |
| Monitoring / Risk Management| • Produce reports in a Project Management format that allow easy comparison of actual performance against projected performance. | • Reports completed as required by the Manager, In-house Production.  
• Procurement Slate database updated as required.  
• Completion Reports completed within six weeks of production ending. | • Project Management.  
• Project Management software.  
• Excellent Writing skills.  
• Word pressing and spreadsheet applications. |
<table>
<thead>
<tr>
<th>Key Result Areas (KRAs)</th>
<th>Critical Tasks (CTs)</th>
<th>Key Performance Indicators (KPIs)</th>
<th>Competencies</th>
</tr>
</thead>
</table>
|                        | • Liaise with the In-house Production, Production Directors and Producers and monitor actual performance against the plan to determine potentially problematic deviations – address these problems as they arise to mitigate the impact on the project  
• Conduct potential problem analysis | • Evidence of performance analysis based on actual versus planned performance.  
• Demonstration of effective problem solving techniques. | • Project Management  
• Potential Problem Analysis  
• Excellent Problem solving  
• Able to cope under production pressure  
• Able to bring projects in on time and within budget |
| Team Building | • Assist in detecting gaps in production knowledge and skills  
• Mentor and guide production team as required. | • Overall standard and competency improved in team members | • Good understanding of te reo Māori me ngā tikanga Māori.  
• People and project management skills |
| Relationship Management | • Establish and maintain productive and positive relationships with staff.  
• Manage the relationship with production team and production related stakeholders. | • Relationships well managed with escalation appropriately communicated as required. | • Excellent written and verbal communication skills.  
• Good understanding of te reo Māori me ngā tikanga Māori.  
• Experience working in a kaupapa Māori based organisation. |
<table>
<thead>
<tr>
<th>Key Result Areas (KRAs)</th>
<th>Critical Tasks (CTs)</th>
<th>Key Performance Indicators (KPIs)</th>
<th>Competencies</th>
</tr>
</thead>
</table>
| Administration         | • Liaise with Manager, In-house Production and ensure effective administration.  
• Oversee all Music Returns to ensure they are completed within one month of a production ending. | • Monitor and maintain a clear production schedule.  
• All documents that are released both internally and externally are correct.  
• In-house production always have access to required office equipment.  
• Reviews deliverables prepared by team before passing to Manager, In-house  
• Effectively applies our methodology and enforces production standards.  
• Prepares for engagement reviews and quality assurance procedures. | • Personnel Management  
• Understands Administrative requirements  
• Understands MTS filing requirements  
• Ability to review reports  
• Compiles with and helps to enforce standard policies and procedures  
• Holds regular meetings with production team |
| Health & Safety        | • Maintain safe working practices.  
• Ensure risk to self and others avoided.  
• Identify & report all hazards.  
• Report all accidents.  
• Participate in and support rehabilitation programmes. | • Safe working practices reviewed annually.  
• No exposure to risk.  
• Hazards evaluation policy followed  
• Participation in rehabilitation programmes.  
• Accidents are minimised.  
• Accidents are prevented. | • Knowledge of safe working practices for all tasks.  
• Knowledge of H & S policy  
• Compliance with policies and procedures.  
• Experience in the field, knowledge of the dangers that exist  
• Conscientious.  
• First aid knowledge and attend training when required. |
| Personal Development   | • Participate in MTS assigned training courses. | • 100% attendance  
• Use knowledge in practice | • Application of knowledge. |

**MANAGER EXPECTATIONS**

Senior Production Manager FINAL – August 2019
The following competencies (behaviours and characteristics) have been identified as key to success in the job. 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 Māori Television 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 Māori Television.  
| Interpreting | Seeks information from as many sources as possible.  
|             | Knows how own work supports Māori Television’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.  

**CONTRIBUTION TO MĀORI TELEVISION**

- 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.

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