

POSITION TITLE: Adviser, Assessment Services

Job Band:	4
Team:	Arts Development
Reports to:	Manager, Assessment Services
No of Direct Reports:	0
Financial Accountabilities:	none
Location:	Wellington or Auckland or Christchurch

CREATIVE NEW ZEALAND'S PURPOSE:

Creative New Zealand is the national arts development agency developing, investing, and advocating for the arts for the benefit of all New Zealanders.

WHAT WE DO:

Creative New Zealand's support for the development of the New Zealand arts sector is provided primarily through our funding programmes. We also deliver a range of programmes to build the capability of artists and arts organisations, and to advocate for the arts.

TEAM PURPOSE:

This team ensures fair, effective and consistent assessment of grant applications from artists, groups and arts organisations. To achieve this, they manage the process of recruiting external assessors, coordinate and manage panel meetings, and ensure the resulting assessments are efficiently fed back into the grants process. The team provides services across all grant categories including special opportunities for artists, awards, international and capability programmes.

JOB PURPOSE:

The focus of the Adviser Assessment Services is to deliver Creative New Zealand's external assessment activities for all funding and investment opportunities, to ensure fair, effective and consistent assessment of grant applications.

ACCOUNTABILITIES:

KEY RESULT AREAS	CRITICAL TASKS	PERFORMANCE INDICATORS
Assessor Recruitment, Approval and Induction	<p>Recruit, register and approve external assessors to the pool who have the expertise to assess the CNZ grant applications</p> <p>Shortlist and contract peers for assessment panels that collectively reflect diversity in artistic practice, roles and representation</p> <p>Identify direct, indirect or perceived conflicts of interest and escalate to Manager Assessment Services for prompt action to manage these situations to ensure panels can meet CNZ guidelines; report to other stakeholders as necessary</p> <p>Ensure all external assessors, including Chairs of the panel, are effectively inducted and have the information and skills required to carry out their responsibilities</p> <p>Develop and deliver assessor and facilitator training as required</p> <p>Consult with Arts Practice Directors and other members of CNZ as to the appropriate assessors to appoint for specialist assessment</p>	<p>Systems and processes are in place for the refreshment and maintenance of a high quality and diverse pool of assessors</p> <p>Assessors are assigned to the appropriate applications and rounds</p> <p>Conflict of Interest protocols are maintained</p> <p>Assessors are well prepared and briefed for their tasks</p> <p>Online and face to face training modules are developed and delivered effectively and efficiently</p> <p>High quality relationships and information flow are modelled and promoted</p>
Relationship Management	<p>Manage relationships amongst the network of peer assessors, ensuring a broad and current knowledge of suitably qualified assessors for potential panels.</p>	<p>CNZ continues to have a diverse pool of peer assessors for all assessment panels</p> <p>Peers are well trained and briefed before and after assessment processes</p>
Panel Meetings	<p>Coordinate meeting logistics with assessors prior to and during assessment meetings, ensuring CNZ processes are inclusive for all assessors.</p> <p>Respond to the diverse needs and requirements of panels</p> <p>Carry out post-meeting logistics following assessment meetings to ensure appropriate documentation, invoicing and evaluation takes place and is recorded</p>	<p>Panel meetings are run effectively and efficiently</p> <p>Panel members queries are dealt with promptly and escalated when appropriate</p> <p>Feedback loop is maintained with panels and quality improvements made on a continuous basis</p>
Assessment Process Management	<p>Work with the team Administrator to balance organisational and assessor requirements so that assessments are delivered in a timely and successful way</p> <p>Enter accurate and timely data into the GMS to enhance CNZ's ability to provide exceptional service to artists and arts organisations</p>	<p>Detailed and accurate ranked lists to Senior Manager Arts Development</p> <p>Accurate and detailed panel meeting minutes to support the transparency and independence of assessment</p> <p>Processes are streamlined over time</p>

KEY RESULT AREAS	CRITICAL TASKS	PERFORMANCE INDICATORS
	<p>Ensure timely and accurate payment of assessors</p> <p>Regularly review and identify opportunities to streamline CNZ's assessment process</p>	
Knowledge and Advice	<p>Provide timely, well researched and accurate advice to clients and staff, as required, particularly on CNZ's assessment processes.</p>	<p>Proactive, quality, accurate and timely advice and well researched and structured papers are provided.</p> <p>Feedback on the appropriateness, quality and relevance of the team's advice is regularly sought.</p> <p>Able to demonstrate that the team is keeping up to date with developments and thinking in the sector.</p>
Team and Creative New Zealand Contribution	<p>Continually identify improvements to team services and processes.</p> <p>Contribute to the development of a strong team spirit within both the Assessment Services and Arts Development team.</p> <p>Participate positively and actively in team activities, meetings, planning activities and general team development.</p> <p>Contribute to cross team projects as required.</p> <p>Encourage and demonstrate knowledge sharing within the team and across Creative New Zealand.</p> <p>Be open to feedback from colleagues.</p>	<p>All targets in the work plan successfully met on time and within budget.</p> <p>Demonstrate a positive and proactive approach to team development.</p> <p>Act as a positive role model for other staff. Be willing to assist and support their development.</p> <p>Actively support and encourage cooperative ways of working and knowledge sharing within the team and across Creative New Zealand.</p>
Māori and Pacific Responsiveness	<p>Contribute to the development of CNZ's responsiveness to Māori and Pacific peoples.</p> <p>Actively support implementation of Māori and Pacific responsiveness within the Arts Development Team.</p> <p>Develop understanding and skills to work effectively with Māori and Pacific people.</p>	<p>Support key staff and management in the development of Māori and Pacific responsiveness across CNZ.</p> <p>Demonstrate understanding of and empathy for kaupapa and tikanga Māori whenever appropriate.</p> <p>Use and understand basic greetings in te reo and other Pacific languages.</p>

KEY RELATIONSHIPS

Internal: Arts Practice Directors, Assessment Services team, Finance

External: a wide variety of current and potential assessors across all art forms

EDUCATION, SKILLS, KNOWLEDGE, EXPERIENCE

Essential:

- Demonstrated ability to support complex and diverse stakeholder relationships, building trust through consistent actions and communication
- Strong process management skills and/or sound appreciation of grants management processes
- Excellent written communication skills, with experience in preparing accurate briefs, correspondence and reports for distribution to internal and external stakeholders
- Demonstrated commitment to creating a team environment of collaboration and sharing
- Wide ranging knowledge and appreciation of the arts, with the ability to develop credibility with key stakeholders on this basis
- Wide ranging networks within the arts sector

Desired:

- Previous experience in business activities which involve peer review (e.g. arts, research, academia)