



JOB PROFILE

Position Title:	Assessment Manager
Engagement Type:	Contract, 2 years
Classification Level:	SA Level 6.1
Salary:	\$75,403 per annum (plus 15.4% superannuation)
Location:	Sydney
Department:	Strategy and Operations
Unit:	Producer Offset and Co-production
Immediate Manager:	Program Manager, Producer Offset

Position summary: Working under supervision, assess a high volume of provisional and final applications for certification for the Producer Offset and for provisional and final approval under the International Co-production Program.

Core Accountabilities

The Assessment Manager's core responsibilities will include:

- Undertake assessments of applications for provisional and final certificates for the Producer Offset against legislative and regulatory criteria and against published guidelines
- Undertake assessments of provisional and final applications for approval of film and television programs as official co-productions under co-production treaties and memoranda of understanding. Assessments are made against criteria contained within the treaties and published Screen Australia guidelines
- Respond to information requests in relation to the Producer Offset and Co-production Programs
- Represent Screen Australia to industry
- Under direction of the Head of Producer Offset and Co-production and the Program Manager, provide policy advice to the Executive and Board in relation to the operation of the scheme.
- Where necessary, review and revise publicly available information on the Producer Offset,

including website, guidelines and application forms.

Selection Criteria

Qualifications and Experience

- Extensive experience with the Producer Offset program, ideally from a producer, production accounting, production management or entertainment law perspective, including a demonstrated understanding of core concepts.
 - Detailed knowledge of current issues facing the Australian and international film and/or television production industry, particularly of the impact of the Producer Offset.
 - Working knowledge of Australian film and television budgeting practices and familiarity with the market price of goods and services used in production.
 - Strong administrative and project management skills.
 - Ability to deal with a large volume workload with high level of attention to detail, and balance competing priorities
 - Well developed writing skills and ability to produce clear, concise and well-presented reports as well as interpret complex written materials.
 - Demonstrated commitment to client service, experience in liaising with the cultural and production sector of the Australian film and television production industries, and experience in managing stakeholder expectations and relations.
 - Excellent interpersonal skills including the ability to create and foster collaborative and productive relationships.
 - Advanced proficiency in Microsoft Excel, Word and experience using databases.
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Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results
- Focused on the achievement of team goals
- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and can 'think outside the square'
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Works collaboratively across the agency to achieve common goals