



JOB PROFILE

Position Title:	Investment and Development Manager
Engagement Type:	Contract, 2 years
Salary:	Competitive + 15.4% super
Department / Unit:	Content & Operations /Documentary
Immediate Manager:	Head of Documentary
Location:	Sydney or Melbourne

Position summary:

Under the direction of the Head of Documentary and working closely with the Documentary team and the broader Content and Operations Department, this role will be responsible for assessing allocated applications and managing funded projects across Screen Australia's Documentary funds, related programs and initiatives.

The Investment and Development Manager may represent the documentary team at Festivals, Conferences and other industry events. Some domestic and international travel may be required.

Core Accountabilities

The key responsibilities of the position will include:

- Assess applications across all Documentary development and production funding programs as well as related initiatives.
- Liaise with applicants to provide information and advice to assist with their applications, including on creative, financing and legal matters.
- Prepare funding recommendation papers in line with strategy, policies and guidelines and participate in funding decision meetings.
- Provide feedback to unsuccessful and successful applicants.
- Monitor the development and production of funded projects and manage these through to completion.
- Collaborate with First Nations colleagues in co-assessment and overseeing of funded projects with First Nations content and practitioners.

- Collaborate with the Contracts Management and Legal teams on contracting for funded projects.
 - Assist with the planning and development of various workshops and initiatives from end to end, including attendance as required.
 - Manage administrative, record keeping and financial reporting duties related to assessment and funding processes and other related operational procedures
 - Build and maintain collegiate and constructive working relationships with fellow team members and all colleagues across the organisation.
 - Establish and maintain effective relationships with a wide cross section of the industry, including other agencies, industry organisations and relevant key stakeholders.
 - Keep abreast of developments and issues specific to the sector, and maintain an up-to-date overview of domestic and international trends and technologies.
 - Be a positive representative or advocate for Screen Australia
 - Perform other associated tasks as required.
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Selection Criteria

Qualifications and Experience

- Strong project management skills, including analytical ability, problem solving, attention to detail and management of own administrative tasks.
 - Good creative judgment including the skills to assess the creative, production, financing and market potential of projects in development and production.
 - Strong track record and experience in relevant roles such as, developing, researching, producing, directing, writing or commissioning across documentary projects for features or projects for broadcasters, streamers and/or direct to audience.
 - Demonstrable knowledge and an ability to interpret the fast-moving Australian and international documentary landscape including the key practitioners, audience trends and behaviours across heritage broadcasters, streamers and direct to audience distribution models.
 - Well-developed written and oral communication skills, combined with exceptional interpersonal skills that demonstrate the ability to represent Screen Australia to industry with diplomacy, sensitivity, confidentiality and tact as required.
 - Proven ability to make impactful decisions outside of own personal taste, using sound judgment and facts to achieve successful results for documentary practitioners and audiences.
 - Proven ability to actively contribute to, and participate in maintaining a positive, collaborative team environment and workplace.
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Behaviours

- Open communicator, shares thoughts and opinions with others.
- Driven to achieve results.
- Values collaboration and teamwork, and focusses on the achievement of team goals.
- Establishes and maintains effective relationships with internal and external stakeholders, and gains their trust and respect.
- Energy, enthusiasm and willingness to take on new challenges.
- 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.
- High level of self-awareness and continually seeks to improve self.