



JOB PROFILE

Position Title:	Senior Manager, Producer Offset and Co-production
Engagement Type:	2 years max term contract
Salary:	Executive Level 2.1 + 15.4% Superannuation
Department:	Legal Services & Producer Offset and Co-production
Unit:	Producer Offset and Co-production (POC)
Immediate Manager:	General Counsel

Position summary: This role is responsible for overseeing the daily operations of the Producer Offset and Co-production Unit, managing assessment processes with the aim of timely and accurate certification. It approves provisional and final certificates in line with Screen Australia's delegation policy, collaborates with key internal and external stakeholders, and chairs POC Committee meetings.

Core Accountabilities

The key responsibilities of the position will include:

- Management of the Producer Offset and Co-production Programs to ensure that they are carried out in accordance with legislative and regulatory requirements, and have efficient outcomes for applicants.
- Manage a large team, ensuring consistent output while providing guidance and mentorship as needed.
- Approving assessment papers, issuing provisional certificates, preparing final certificates, performing as Chair at POC Committee meetings and drafting and presenting Board papers as and when required.
- Advising on complex issues arising in the administration of the programs.
- Providing oversight and guidance for assessments of complex or controversial applications for provisional and final certification for the Producer Offset or Co-productions.
- Oversee requests for POC data from within Screen Australia and from Government.
- Prepare producer offset forward estimates for the ATO as requested.
- Ensuring published information for applicants is clear, accurate and up to date.

- May be required to attend industry forums and networks as a senior representative of Screen Australia.
 - Other projects and tasks as required.
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Selection Criteria

Qualifications and Experience

- Tertiary qualifications in Law, Operations Management, Accounting (Finance), or a related field, or equivalent extensive work experience.
 - A strong understanding of the Producer Offset tax rebate and its role within the Australian content industry.
 - Proven experience leading and managing teams, fostering a high-performance culture, and providing mentorship and professional development.
 - A strong understanding of Australia's Co-production program and Screen Australia's role as the competent authority responsible for administering the program.
 - Ability to analyze workflows, identify inefficiencies, and implement process improvements to enhance operational effectiveness.
 - Proven capability in working with project management software/applications in the administration and allocation of workflow to team members.
 - A track record of managing administrative processes, including effecting change which has resulted in increased efficiency and/or positive outcomes.
 - Excellent written and oral communication skills, combined with exceptional interpersonal skills.
 - Proven experience managing stakeholder relationships that demonstrate commitment to the delivery of effective client services in a dynamic environment.
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Behaviours

- Open communicator, shares thoughts and opinions with others
- Commits to action and driven to achieve results
- Values collaboration and teamwork, and focuses on the achievement of team goals
- Establishes and maintain effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and ability to 'think outside the square'
- Energy, enthusiasm and willingness to take on new challenges

- Shows personal courage and can take unpopular stands when appropriate
- Thrives on change and is able to make decisions without having the total picture
- Seeks feedback, takes it on board and modifies approach
- High level of self-awareness and continually seeks to improve self

Screen Australia Values

