



JOB PROFILE

Position Title:	Policy Assistant
Engagement Type:	Contract, 12 months
Salary Range:	\$63,172 – \$70,369 per annum depending on experience, plus 15.4% superannuation
Unit:	Strategic Policy and Industry Insights
Immediate Manager:	Manager, Policy and Insights
Location:	Sydney

Position summary: The Policy Assistant will work as part of the broader Policy and Insights team and contribute to the development and implementation of policy priorities and strategic documents for Screen Australia. The role will monitor issues facing the sector, assist with the drafting of policy briefs and support the Manager, Policy and Insights by contributing to the preparation of submissions, speeches and correspondence as required.

Core Accountabilities

Key responsibilities of the position will include:

- In collaboration with the broader team, monitor emerging policy issues relevant to the Australian screen industries and analyse their potential effects.
 - Maintain an up-to-date understanding of wider issues and trends affecting Screen Australia and the screen industry.
 - Draft policy notes and backgrounders, with guidance from the Manager, Policy and Insights.
 - Draft and check reports, submissions, speeches and correspondence as required.
 - Contribute to Screen Australia's research priorities through the compilation and some dissemination of data.
 - Assist with the fact checking of a variety of research outputs including reports articles, and video and podcast scripts.
 - Undertake other duties as required.
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Selection Criteria

Qualifications and Experience

- Demonstrated experience in undertaking research, and gathering and working with data.
- Good written communication skills, with ability to draft and check correspondence, and other written materials.
- Proficiency in a range of computer software programs, particularly word processing, spreadsheets and databases.
- Strong organisational skills including the ability to respond to changing priorities, and manage competing deadlines.
- Good interpersonal skills and experience identifying and managing stakeholder needs, and ability to interact positively with a wide variety of people.
- Knowledge of the structures of the Australian screen industry.
- Ability to work effectively in a small, diverse and busy team environment.
- Demonstrated drive and initiative, and willingness to develop and improve practices and procedures.

Desirable

- Tertiary qualifications in a related field.
- Knowledge and interest in the Australian screen industry and a familiarity with screen content production processes.
- Interest in public policy processes.

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