



## JOB PROFILE

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<b>Position Title:</b>	Assessment Manager
<b>Engagement Type:</b>	Contract, 2 years
<b>Salary:</b>	\$101,711 per annum + 15.4% super
<b>Department/Unit:</b>	Legal Services/Producer Offset and Co-production (POCU)
<b>Location:</b>	Sydney/Melbourne
<b>Immediate Manager:</b>	Senior Manager, Producer Offset and Co-Production

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**Position summary:** Assess applications for the Producer Offset program and provide guidance to industry when required.

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### Core Accountabilities

The Assessment Manager's core responsibilities will include:

- Assess applications for provisional and final certificates for the Producer Offset against legislative criteria and the published guidelines.
  - Assess applications for provisional and final approval under the Co-production program 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 and provide guidance to industry when required.
  - Provide policy advice to the Producer Offset and Co production Committee and the Screen Australia Board when required.
  - Where necessary, review and revise publicly available information on the Producer Offset, including website, guidelines and application forms.
  - Represent Screen Australia to industry and Government.
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## Selection Criteria

### Qualifications and Experience

- Extensive experience with the Producer Offset program, ideally from a producer, production management or production accounting perspective, including a demonstrated understanding of core concepts.
- An understanding of the Co-production program.
- Working knowledge of budgeting practices in the Australian context and familiarity with the current market rates of goods and services used in production.
- An understanding of current issues facing the Australian film and/or television production industry
- Well-developed administrative and project management skills, the ability to manage competing priorities, attention to detail and ability to interpret and write concise reports.
- Strong written and verbal communication skills including the ability to represent Screen Australia with diplomacy, sensitivity, confidentiality and tact.
- Demonstrated commitment to client service and experience in managing stakeholder expectations and relations.

### Desirable

- Advanced proficiency in Microsoft Excel, Word and experience using databases.
- Experience in assessing applications for financial support in a film/TV industry context.

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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