



JOB SPECIFICATION

Position	Screen Diversity and Inclusion Network (SDIN) Project Officer	Reports to:	Head of Communications and Marketing
Department:	Marketing & Communications	Date created:	April 2022
Status:	Two Year Term- 0.4 FTE	Direct Reports:	Nil

The South Australian Film Corporation is committed to building a diverse and inclusive screen industry which reflects the vibrancy, capability and potential of the South Australian community.

In line with this commitment and with the SDIN Charter, this position is targeted for a candidate who identifies as being from a community under-represented in the Australian screen industry including those who identify as First Nations, Culturally and Linguistically Diverse (CALD), LGBTQIA+, from a regional or remote area, Deaf or disabled or the intersection of these identities.

ORGANISATIONAL OVERVIEW - SAFC

South Australia has a rich history in screen production and the South Australian Film Corporation (SAFC) is the state's leading screen authority and investment body. Established under the South Australian Film Corporation Act, we focus on creating the conditions for the growth and prosperity of all components of the South Australian screen industry.

PURPOSE

To support, position, and champion South Australian screen businesses to achieve creative excellence and prosperity contributing to a robust South Australian economy and creative vibrancy.

VALUES

- Supportive – We nurture and enable success
- “Can Do” – We are flexible, innovative, proactive. Doing business with us is easy and fast
- Trustworthy – We are expert, transparent and reliable in our advice and actions
- Open – We collaborate and communicate in a timely and relevant way
- Professional – We are accountable, fair, respectful and service-oriented
- Inclusive – We promote diversity and representation

STRATEGIC OBJECTIVES

- Enable Entrepreneurship
- Grow Capability of the SA screen sector
- Champion SA
- Deliver Operational Excellence



SCREEN DIVERSITY AND INCLUSION NETWORK (SDIN)

The Screen Diversity and Inclusion Network (SDIN) is a network of broadcasters, screen funding agencies, business associations, and industry-aligned education and training organisations who have committed to work towards a more inclusive and diverse screen industry.

The SAFC is a Member of the SDIN and is the host agency for the role of SDIN Project Officer.

POSITION SUMMARY

Under the general direction of the SAFC's Head of Communications and Marketing, the SDIN Project Officer provides project and administrative support to the SDIN Chair(s) and to the SDIN Membership.

As the first point of contact for the SDIN Membership and Stakeholders, the role involves complex stakeholder management while providing a comprehensive, high level secretariat service for the SDIN and actively managing the organisation's social media and website communications, among other duties.

POSITIONS REPORTING TO THIS POSITION

Nil.

Please note this position has access to a range of support staff within the SAFC.

OTHER SIGNIFICANT WORKING RELATIONSHIPS

Internal

SAFC staff are required to work collaboratively with all other employees and demonstrate sound team cohesion working towards the achievement of common goals within the Code of Conduct.

External

- SDIN Chair(s)
- SDIN Members
- Australian Screen Industry Partners

KEY RESULT AREAS

1. Provide a comprehensive, high level secretariat service for the SDIN including:
 - Coordinating meetings and taking minutes;
 - Compiling and circulating documentation;
 - Ensuring follow up or resolution of actions;



- Processing membership fees.
2. Act as the first point of contact for the SDIN Membership and Stakeholders including:
 - Liaising with the SDIN Chair(s), members and stakeholders;
 - Independently providing advice, service or referral as appropriate;
 - Acting as first point of contact for all enquiries from the public;
 - Assisting in maintaining effective communication between the SDIN Chair(s), members and all stakeholders.
 - Maintaining consistent communication with stakeholders within allocated hours.
 3. Actively manage all SDIN social media and website communications, keeping both up to date and responding to enquiries in a timely manner.
 4. Ensuring all SDIN members are appropriately and fairly represented through SDIN social channels.
 5. Taking an active role in research and analysis to inform and influence policies, process and guidelines that will deliver strong project results.
 6. Researching and summarise information from a variety of sources and provide analysis as appropriate. Draft briefs, discussion papers, reports and resources as required.
 7. Coordinating the input of SDIN members and relevant stakeholders into proposals, reports and resources as required.
 8. Undertaking special projects as required by the SAFC Head of Communications and Marketing and/or SDIN Chair(s).
 9. Contributing positively and actively to the implementation of the SAFC Strategic Plan and Business Plan
 10. Adhering to, and complying with, SAFC Policies and Financial, Administrative and Governance Procedures
 11. Contributing to a positive, inclusive, respectful, and collegial team environment

SELECTION CRITERIA

Essential:

- An understanding of communities under-represented in the Australian screen industry.



- Excellent communication and stakeholder management skills, including an understanding of confidentiality, and a cooperative approach.
- Strong organisational and project management skills.
- Demonstrated written skills including the ability to undertake research and draft briefs, reports and resources.
- Demonstrated ability to effectively use digital communications channels including social media platforms, websites and databases.
- A self-starter with the ability to work independently and proactively.
- Experience working in an environment of competing priorities and the ability to triage requests in order to successfully complete tasks to deadline.
- Proven ability to actively contribute to a positive, inclusive, respectful and collegial team environment.

Desirable:

- Previous experience in a Business Administration role.
- Previous experience managing social media accounts.

SPECIAL CONDITIONS

1. This is a 0.4 FTE part-time role. The South Australian Film Corporation promotes diversity and flexible ways of working. Applicants are encouraged to discuss the flexible working arrangements for this role.
2. Due to the nature of the SAFC and Adelaide Studios businesses, some out of hours and weekend work may be required.
3. National Police Security Clearance is required.
4. This position is targeted for a candidate who identifies as being from a community under-represented in the Australian screen industry including those who identify as First Nations, Culturally and Linguistically Diverse (CALD), LGBTQIA+, from a regional or remote area, Deaf or disabled or the intersection of these identities.