

Job Description

13 February 25



Policy and Regulatory Coordinator Corporate Affairs

Reports to: Government, Policy and Regulatory Manager

Direct reports to this position: N/A

Created by: Laura Hedge

SBS Values, Vision and Purpose

The Policy and Regulatory Officer is responsible for undertaking their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.

Division Purpose – Corporate Affairs

The Corporate Affairs Division provides support to SBS through a range of internal and external stakeholder engagement, including government and regulatory affairs; community engagement and outreach; codes of practice advice; corporate communications advice and management; audience relations management; and secretariat support to the SBS Board.

Role Purpose

This position is to work within the team on engagement with government and regulatory stakeholders and Parliamentary processes, the development of SBS's public submissions on reforms to media and communications laws and regulations, and support regulatory and compliance processes.



Main Responsibilities

Main tasks of the role

Government Relations

- Contribute to the strengthening of SBS's relationships with government stakeholders through the drafting of correspondence, reports, and stakeholder engagement plans, and through the coordination of events and meetings.
- Support the Corporate Affairs Division to collate the existing evidence base for public policy development and assist with the development of SBS public policy submissions.
- Assist with preparing briefing materials for senior management, including for government inquiries and hearings.
- Support SBS's response to ad hoc Government requests for information.
- Support the development of advice to senior management on government policy and regulatory consultations.

Regulation and Compliance

- Coordinate input from across the business on regulatory compliance and reporting obligations, such as:
 - reporting on closed captions on television and internal compliance reporting.
 - SBS responses to Parliamentary and Government accountability requirements (e.g., Senate Estimates, Parliamentary Questions on Notice, etc.)
- Assist with correspondence and handling questions received by the Corporate Affairs division from government departments and regulatory authorities.

Administration and teamwork

- Assist with administrative processes within the team.
- Manage documentation processes in line with SBS's regulatory compliance obligations.
- Engage with and support cross-divisional projects and activities, including stakeholder events.

Minimum requirements of the role

- Demonstrated background or experience in policy, regulation, or research.
- Familiarity with Federal Government processes and the requirements of SBS, or the capacity to obtain this quickly.
- Strong written and verbal communication skills.
- Demonstrated experience working effectively in cross-divisional teams to deliver project outcomes.
- Administrative skills and attention to detail, including proficiency in maintaining records, handling correspondence and organising stakeholder information.
- Capacity to manage multiple tasks and competing deadlines efficiently.
- Experience in relevant field (broadcasting, digital media) beneficial but not essential.

Financial accountability

N/A

Key relationships with other roles and external stakeholders

- Internal stakeholders – Executive staff, Legal, Content



- External stakeholders – Federal politicians and advisors, departmental staff, domestic and international industry groups, other broadcasters

Key Capability		
Capability	Level	Behaviour
Communication	Self	<ul style="list-style-type: none">• Uses appropriate grammar• Uses appropriate vocabulary• Uses a suitable tone• Speaks at a suitable pace• Speaks clearly using minimal language• Changes language to suit audience• Provides full responses to questions• Provides accurate responses to questions
Relationship Building	Self	<ul style="list-style-type: none">• Establishes a connection with others• Builds friendly, warm relationships that are mutually beneficial• Maintains ongoing relationships that are mutually beneficial• Shares relevant information with others• Recognises the value of building and maintaining relationships• Helps others achieve common goals• Openly communicates with others
Planning and organising	Self	<ul style="list-style-type: none">• Plans and prioritises own tasks and activities• Establishes short-term plans• Organises resources and activities to meet short-term plans• Recognises the need for deadlines• Meets established deadline
Collaboration	Self	<ul style="list-style-type: none">• Displays a genuine intention to work co-operatively with others• Offers to help others achieve common goals• Makes an effort to understand the goals of others• Shares all relevant or useful information

Workplace Health & Safety

In relation to Work Health & Safety, you must comply with your safety responsibilities as detailed in relevant Acts, Regulations, Standards, Codes of Practice and the SBS Safety Management System (SMS)



All workers are required to:

- Take reasonable care for own safety and safety of others
- Cooperate with policies and procedures and directions from management with regards to health and safety
- Where hazards are identified, report them to line manager and take corrective action where able
- Report all work related incidents to line manager within 24 hours of occurrence
- Ensure workers, visitors and clients are :
 - made aware of their WH&S responsibilities
 - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
 - follow safe work practices