

# Job Description

15 April 26



## Commissioning Editor NITV

Reports to: Senior Commissioning Editor, NITV

Direct reports to this position: N/A

### SBS Values, Vision and Purpose

The Commissioning Editor 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 – NITV

**Vision:** *To be recognised as having meaningful and positive impact on the lives of Aboriginal and Torres Strait Islanders.*

**Purpose:**

- *Support and strengthen the oldest living culture in the world.*
- *Celebrate and champion the place of unique, inspiring storytelling through indigenous voices.*
- *Share culture, language, and lessons today to develop strong leaders and champions tomorrow.*
- *Use our strengths to foster change, champion equality and make an impact.*
- *Build a legacy of strong, sustainable Indigenous Media for the future.*

### Role Purpose

Reporting to the Senior Commissioning Editor, the **Commissioning Editor** manages a slate of projects, overseeing the development, commissioning and delivery of high-quality Scripted and Factual content for NITV. With a strong focus on First Nations storytelling the role drives medium to large scale commissions, nurturing relationships across the independent production sector, industry partners, and internal NITV and SBS teams. Working closely with Indigenous content leadership and SBS stakeholders. In collaboration with the Commissioning team, the role ensures all commissioned



content upholds cultural protocols, aligns with NITV and SBS strategies, and delivers compelling, impactful programming for audiences across multiple platforms.

## Main Responsibilities

### Content Development & Commissioning

- Identify, assess, and develop engaging, entertaining and award-winning content with a platform-agnostic mindset – with emphasis on the commissioning of programming reflecting Australia's diverse Indigenous cultures.
- Oversee the development of projects, providing timely creative and ensure high editorial feedback on concepts, treatments, scripts, and other creative materials.
- Contribute to timely decision-making processes and advise external stakeholders of outcomes.
- Participate in writer's rooms, workshops, and project meetings to support creative excellence.
- Contribute to commissioning processes from pitch through to greenlight, production, delivery, and publicity and/or marketing.

### Production Oversight

- Working closely with the Commissioning team, manage all stages of production for commissioned projects, including assessment of finance plans, budgets, schedules, duty of care, cultural safety plans, production documentation, digital content plans and press kits.
- Review, provide editorial feedback and approve cuts, scripts, deliverables, and ensure alignment with NITV content strategy, SBS First Strategy, ICS, Charter obligations and editorial guidelines.
- Work closely with the Senior Commissioning Editor, Production Supervisor and Content Coordinator on slate management, timelines, and workflows.
- Work closely with Legal, Business Affairs and Strategy, Digital, Commercial, Classifications and Communications team to ensure that production companies observe relevant legal, OH&S, compliance, (both regulatory and editorial) and contractual obligations.

### Cross-Platform & Digital Integration

- Collaborate with the Digital Content Lead and Digital Platform Team to identify bespoke digital content for original projects across the slate and support development of original digital projects.

### Financing & Commercial Opportunities

- In collaboration with the Senior Commissioning Editor support financing strategies for commissioned projects including co-productions, pre-sales, distribution partnerships, and government funding.
- In collaboration with the Senior Commissioning Editor identify and evaluate commercialisation opportunities alongside SBS Media Sales, Cultural Connect, and Beyond 3%.

### Representation, Team and Stakeholder Engagement

- Regularly update NITV's Senior Commissioning Editor and the commissioning team and all relevant stakeholders about key production decisions, timelines and developments.
- Represent NITV at industry events, conferences and markets as required by the Senior Commissioning Editor.



- Attend commissioning team meetings and contribute to slate planning.
- Maintain and build good relationships with external stakeholders, including screen funding agencies and professional bodies.
- Comply with NITV's vision and values, editorial guidelines, codes of practice and all other relevant policies, procedures and practices.

### ***Minimum requirements of the role***

- A minimum of 5 years relevant work experience in production, at a production company, funding agency, network or streamer.
- Be a highly creative thinker with strong critical and analytical skills.
- Excellent communication.
- Demonstrated expertise in either developing, commissioning, and/or delivering Scripted and/or Factual content for broadcast and digital platforms.
- Strong working knowledge of First Nations storytelling, cultural protocols, and engagement practices, with an ability to ensure culturally safe production environments.
- Proven ability to manage productions, evaluate creative materials, oversee budgets and schedules, and guide content from pitch through delivery.
- Established relationships within the Australian screen industry—including independent producers, writers, directors, state and federal agencies, and funding bodies.
- Collaboration skills, with experience working cross-functionally across Marketing, Legal, Programming, Audience Insights, and Business Affairs.
- Strong editorial judgement and a deep understanding of SBS's Charter, Codes of Practice and compliance requirements.
- Capacity to support the development of emerging talent and maintaining a positive and productive team environment.

### ***Key relationships with other roles and external stakeholders***

- Head of Indigenous Commissioning and Productions
- Senior Commissioning Editor, NITV
- NITV Production Supervisor
- Team Assistant and Content Coordinator, NITV
- NITV Digital Team & Digital Platforms Manager
- SBS Media, Cultural Connect, Brand & Beyond 3%
- SBS First, SBS Factual, Scripted and Food & Entertainment, Commercial and Production, Marketing, Publicity, SBS Legal, SBS Codes, Classifications, Corporate Affairs, AD&I, Media Sales/Cultural Connect
- Independent production sector and state and federal agencies



Key Capability		
Capability	Level	Behaviour
<u>Adaptability and Flexibility</u>	Self	<ul style="list-style-type: none"> <li>• Smoothly handles multiple demands and shifting priorities</li> <li>• Deals with interruptions positively</li> <li>• Modifies approach to suit different people</li> <li>• Is open to different points of view</li> <li>• Copes with organisational change positively</li> <li>• Deals with a minimal degree of ambiguity in own role</li> </ul>
<u>Influence and Persuasion</u>	Self	<ul style="list-style-type: none"> <li>• Uses reason, data, facts and figures to express ideas and opinions</li> <li>• Provides well-reasoned arguments</li> <li>• Presents features and benefits of an idea, plan, product or service</li> <li>• Is persuasive when required</li> <li>• Identifies points of agreement and/or disagreement</li> <li>• Clarifies understanding &amp; seeks commitment</li> <li>• States own point of view whilst acknowledging &amp; respecting the views of others</li> </ul>
<u>Innovation</u>	Self	<ul style="list-style-type: none"> <li>• Generates original solutions to problems</li> <li>• Contributes to creative thinking and ideas</li> <li>• Makes suggestions to refine current processes and procedures to create optimum efficiency</li> <li>• Participates in the implementation of new processes and procedures that improve current performance</li> </ul>
<u>Interpersonal Sensitivity</u>	Self	<ul style="list-style-type: none"> <li>• Is attentive towards others and seeks to understand the viewpoint of others (in terms of perspectives, attitudes, interests and position)</li> <li>• Recognises the needs and motivations of others</li> <li>• Is sensitive to verbal cues in one-on-one interactions</li> <li>• Is sensitive to non-verbal cues in one-on-one interactions</li> <li>• Understands implicit and explicit emotions</li> <li>• Is respectful towards others &amp; provides a reassuring presence</li> </ul>
<u>Learning Orientation</u>	Self	<ul style="list-style-type: none"> <li>• Takes part in organised learning and development opportunities</li> <li>• Recognises ideas that are similar to their own</li> <li>• Readily assimilates new information</li> <li>• Benefits from information and structured approaches to learning</li> <li>• Learns affectively from own experiences, both positive and negative</li> <li>• Seeks feedback on own performance</li> </ul>



## **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

## **Workplace Health & Safety**

The following positions are responsible for assessing /documenting WHS risk for SBS planned activities (productions or assignments) to identify and implement adequate controls to ensure the health and safety of workers involved:

- Commissioning Editor
- Commissions Coordinator
- Production Supervisor