

# Job Description

21 October 24



## CODES & GUIDELINES SENIOR ADVISOR Corporate Affairs

Reports to: Head of Codes & Guidelines

Direct reports to this position: N/A

### **SBS Values, Vision and Purpose**

*The Codes & Guidelines Senior Advisor 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**

*Support the Head of Codes & Guidelines to develop and maintain SBS's editorial and commercial, funding and external relationships standards and guidance material, and deliver advice and training relating to those standards to the business to ensure that SBS maintains the highest standards of editorial independence and integrity; and provide administrative support.*



## **Main Responsibilities**

### ***Main tasks of the role***

- Assist with the development of the SBS Code of Practice, SBS Commercial, Funding and External Relationships Guidelines and related guidance material (Codes and Guidelines) to ensure they remain fit-for-purpose.
- Provide advice to editorial and commercial teams to ensure compliance with the Codes and Guidelines, and related policies and regulatory matters in relation to SBS editorial content, and commercial activities and partnerships.
- Develop of an annual training plan and deliver training presentations on the Codes and Guidelines to relevant teams across the business.
- Develop guidance material on editorial and commercial matters to support the business in the application of the Codes and Guidelines and related matters, including regulatory matters.
- Prepare detailed industry and policy research and analysis to support the ongoing development of the Codes and Guidelines.
- Prepare responses to general complaints including complaints that are referred on by the SBS Ombudsman.
- Provide secretariat support to the SBS Board Codes Review Committee, and administrative support including record-keeping (for example, DocHub).

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

- Significant (minimum 5 years) experience and expertise in developing and advising on policy and procedural standards in a media environment.
- Good understanding of the Australian media industry with a knowledge of the regulatory and policy environment and, ideally, editorial, classification and production processes.
- Demonstrated ability to undertake and prepare detailed research of media regulatory and policy developments.
- Excellent communication (written and verbal) and presentation skills, including proficiency using Teams, Word, Excel and Powerpoint.
- Demonstrated ability to work collaboratively and independently including working to tight deadlines and managing competing demands in a small team.

### ***Financial accountability***

N/A

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

- Director Corporate Affairs
- SBS Ombudsman
- Codes Review Committee (SBS Board)
- SBS editorial and commercial teams



<b>Key Capability</b>		
<b>Capability</b>	<b>Level</b>	<b>Behaviour</b>
Influence and Persuasion	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>
Initiative	Self	<ul style="list-style-type: none"> <li>• Completes tasks without constant supervision</li> <li>• Puts in extra effort even when it's not required</li> <li>• Exceeds job description, eg, takes on additional tasks</li> <li>• Addresses obstacles to achieving own goals</li> <li>• Acts on opportunities without prompting</li> <li>• Minimises potential problems by applying initiative</li> </ul>
Organisational Awareness	Self	<ul style="list-style-type: none"> <li>• Considers how their role impacts both the department and the business</li> <li>• Understands the impact of organisational policies/procedures on the department</li> <li>• Considers both the business and customer perspective on various issues</li> <li>• Identifies key drivers and commercial opportunities within their department</li> <li>• Uses financial reporting information to drive performance</li> </ul>
Planning and Organising	Self	<ul style="list-style-type: none"> <li>• Plans and prioritises own tasks and activities</li> <li>• Establishes short-term plans</li> <li>• Organises resources and activities to meet short-term plans</li> <li>• Recognises the need for deadlines</li> <li>• Meets established deadlines</li> </ul>
Relationship Building	Self	<ul style="list-style-type: none"> <li>• Establishes a connection with others</li> <li>• Builds friendly, warm relationships that are mutually beneficial</li> <li>• Maintains ongoing relationships that are mutually beneficial</li> <li>• Shares relevant information with others</li> <li>• Recognises the value of building and maintaining relationships</li> <li>• Helps others achieve common goals</li> <li>• Openly communicates with others</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