

Job Description



Business Affairs Executive Production and Commercial Strategy TV & Online Content

Reports to: Business Affairs Manager, Commercial

Direct reports to this position: N/A

SBS Values, Vision and Purpose

The Business Affairs Executive 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 – TV & Online Content

To make SBS Australia's most distinctive media organisation focused on delivering a clear promise to our audiences, to inspire them to seek out different perspectives, to feel a sense of connection, belonging and empowerment.

Role Purpose

In line with SBS's ongoing evolution in this new increasingly complex multi-platform environment, the Business Affairs Executive, Commercial is a key role within the Production and Commercial Strategy department. The role will assist the Business Affairs Manager, Commercial in negotiating and contracting deals underpinning SBS acquired and commissioned content across all platforms



in a way that reflects SBS's Charter, Vision and Values, fosters a positive and proactive work environment, and complies with SBS's policies, procedures and practices.

Main Responsibilities

Main tasks of the role include:

Acquisitions, Production, Development, and Distribution Contracting

Under the direction of the Business Affairs Manager, achieve the best commercial outcomes for SBS Content (TV & Online) in a diverse range of media formats spanning traditional TV acquisitions, commissions, productions and online publishing by assisting with :

- the preparation of offers and negotiation of agreements for SBS acquired content in accordance with prescribed terms and conditions;
- the preparation and negotiation of agreements for television and online rights for SBS commissioned content, SBS in-house productions, SBS On Demand (including Emerging Platforms) and other agreements relating to the day to day operations of SBS Television and Online Content (TVOC) division;
- the preparation and negotiation of licence, development, production, distribution, investment and transaction documents with independent producers, distributors / licensors, sales agents, investors (including tax offset funds), funding agencies, disbursement agents, and brand partners.
- negotiations regarding clearance of underlying rights (books, formats, music etc) as required by SBS;
- the review and negotiation of other production agreements as relevant (talent, actors, participants, access, location etc) as required by SBS.

Business Systems and Processes

- Ensure the accuracy of organisational details, payment details and contractual terms within production and commercial contracts;
- Liaise with the Operations team to ensure payments are made in accordance with contractual terms and approved cashflow schedules
- Maintain Rights Management and Financial database systems and ensure accuracy of data through regular reconciliation and data integrity checks;
- Maintain up to date and well managed electronic files for all contracts and official documents through IBMS and DocHub in accordance with SBS policy
- Liaise with and provide regular updates and/or reports to internal stakeholders on deals in progress
- Contribute to the execution of SBS' Business Unit Priorities implemented from time to time.
- Contribute to a streamlined and efficient workplace by proactively identifying areas for improvement in workflow and risk mitigation processes
- Other duties as may be reasonably required by the Business Affairs Manager



Minimum requirements of the role

- Proven experience in Business Affairs within the film and television industry, including high levels of competence in drafting and negotiating production, development and acquisitions contracting and the ability to confidently manage contracts of varying complexity taking into account existing SBS precedent.
- Awareness of the broader screen industry ecosystem and challenges.
- Highly developed administrative skills, including the Microsoft suite
- High levels of attention to detail and accuracy in all work from contracting to complex data entry
- High level organisational skills and a demonstrated ability to undertake research, analyse information and implement priorities in consultation with superiors.
- The ability to take direction, to use initiative, and to contribute and adapt to the changing needs of a busy work environment;
- Ability to undertake research and analyse information and implement priorities in consultation.
- An understanding of IBMS broadcast management database, TRIM Content Manager, and the Oracle Financial system is desirable.
- Well-developed communication skills including an ability to respond to stakeholders internally and externally, share information and support others and write in a clear and concise manner.
- The ability to work effectively, with the ability to achieve agreed outcomes in a specified timeframe
- The ability to work within a small team with minimum supervision, to be proactive in problem solving and to exercise initiative and independent judgement.

Key Capability		
Capability	Level	Behaviour
<u>Coaching</u>	Self	• <i>Is self-aware and understands own barriers to learning</i> • <i>Shows willingness to overcome personal challenges to learning</i> • <i>Improves performance by applying new skills</i> • <i>Seeks regular feedback</i> • <i>Identifies performance barriers in peers</i> • <i>Applies active listening with patience and openness</i> • <i>Knows when and how to use open and closed questions</i> • <i>Exhibits a coaching style when working with others</i>
<u>Adaptability and Flexibility</u>	Self	• Smoothly handles multiple demands and shifting priorities • Deals with interruptions positively • Modifies approach to suit different people • Is open to different points of view • Copes with organisational change positively • Deals with a minimal degree of ambiguity in own role
<u>Influence and Persuasion</u>	Self	• Uses reason, data, facts and figures to express ideas and opinions • Provides well-reasoned arguments



		• Presents features and benefits of an idea, plan, product or service • Is persuasive when required • Identifies points of agreement and/or disagreement • Clarifies understanding & seeks commitment • States own point of view whilst acknowledging & respecting the views of others
<u>Innovation</u>	Self	• Generates original solutions to problems • Contributes to creative thinking and ideas • Makes suggestions to refine current processes and procedures to create optimum efficiency • Participates in the implementation of new processes and procedures that improve current performance
<u>Interpersonal Sensitivity</u>	Self	• Is attentive towards others and seeks to understand the viewpoint of others (in terms of perspectives, attitudes, interests and position) • Recognises the needs and motivations of others • Is sensitive to verbal cues in one-on-one interactions • Is sensitive to non-verbal cues in one-on-one interactions • Understands implicit and explicit emotions • Is respectful towards others & provides a reassuring presence
<u>Learning Orientation</u>	Self	• Takes part in organised learning and development opportunities • Recognises ideas that are similar to their own • Readily assimilates new information • Benefits from information and structured approaches to learning • Learns affectively from own experiences, both positive and negative • Seeks feedback on own performance

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



Special Broadcasting Service

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19 October 26