

Job Description

20 August 24



PROJECT MANAGER Corporate Affairs

Reports to: Indigenous Engagement & Partnerships Manager

Direct reports to this position: N/A

This is an identified position for an Aboriginal or Torres Strait Islander person.

SBS considers being an Aboriginal or Torres Strait Islander person is a genuine occupational qualification for this role under s 14 of the *Anti-Discrimination Act 1977* (NSW).

SBS Values, Vision and Purpose

The Project Manager 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; Indigenous engagement; community engagement; educational outreach; codes of practice advice; corporate communications advice and management; and secretariat support to the SBS Board.

Role Purpose

The Project Manager will be responsible for the effective, efficient, accurate and timely execution of projects that are meaningful to communities in Australia and of strong reputational significance to SBS.



This role is essential for ensuring that our projects are conducted with cultural sensitivity, respect, and in alignment with the values and priorities of our Indigenous partners.

Main Responsibilities

Project Management

- As part of the Indigenous Engagement & Partnerships team, plan, execute and oversee corporate strategic projects with strong reputational impact end to end, including Koori Knockout, NAIDOC Week, Garma Festival of Traditional Cultures, World Indigenous Television Broadcasting Network, Mabu Liyan wellbeing days, AusSMC - Indigenous Media Mentoring Program, the Elder in Residence Oration Stakeholder event, the SBS First Nations staff conference, and Traditional Place and Nation names, including community consultation and provision of relevant cultural advice as needed.
- Undertake work in collaboration with internal stakeholders and content leads for relevant projects, and ensure project goals are aligned with the broader purpose and values of SBS.
- Develop comprehensive project schedules and work plans, including scope, timelines, budgets, resources and preparation of relevant business cases.
- ☐ Coordinate with internal teams and external partners to ensure project objectives are met.
- Hold structured consultation and feedback sessions as required with internal and external stakeholders to inform projects.
- Ensure that all projects are conducted in a manner that respects Indigenous cultural values and traditions.
- ☐ Appropriately address any cultural concerns or conflicts that may arise during project execution.
- Monitor and report on project progress, addressing any issues or risks that arise, and measure project performance to identify areas for improvement.
- Prepare written and verbal project briefings and detailed reporting for the Executive and Board, including data analysis and impact measurement.
- ☐ Maintain accurate records of all project-related activities and communications, including contributing to the coordination and maintenance of a calendar of events and activities for SBS related to Aboriginal and Torres Strait Islander communities as relevant.
- Undertake work in a timely and responsive way that reflects and upholds SBS's Charter, Vision and Values, fosters a positive and proactive work environment, and complies with SBS's policies, procedures and practices.



Indigenous Engagement

- Engage with Aboriginal and Torres Strait Islander peoples, perspectives, and communities as required for project planning and delivery, including facilitation of meetings where required.
- Identify opportunities for partnerships and community-based initiatives.
- Represent the interests of SBS within First Nations engagement forums and activities, and liaise with other stakeholders to ensure engagement reflects operational needs and the SBS Charter.
- Ensure that community input is incorporated into project planning and implementation.
- ☐ Advocate for Indigenous perspectives and interests within SBS.
- ☐ Promote awareness and understanding of Indigenous issues among internal and external stakeholders.
- ☐ Support educational initiatives that enhance public awareness and knowledge of Indigenous cultures and rights.

Minimum requirements of the role

- Demonstrated experience in end-to-end project management, including budgets and financial processes, with at least 3 years' experience in the field. Media sector and/or Indigenous engagement experience is beneficial but not essential.
- A strong understanding of Indigenous issues, and a commitment to fostering positive, sustainable relationships with Indigenous communities. Connection to community or experience working with Aboriginal and Torres Strait Islander peoples and communities is essential.
- Well-developed interpersonal, influencing and relationship-building skills, including an ability to communicate effectively and build positive relationships with stakeholders at all levels.
- Excellent organisational skills, including the ability to meet deadlines, prioritise effectively, show initiative, and work autonomously.
- ☐ Willingness to travel as needed to engage with communities and stakeholders.

Key relationships

- Indigenous Engagement & Partnerships team
- Community Engagement & Partnerships team
- Wider Corporate Affairs division
- SBS's Elder in Residence
- Director of Indigenous Content and Indigenous Content division



| Key Capability | | |
|---------------------------------|--------------|--|
| Capability | Level | Behaviour |
| <u>Initiative</u> | Self | <ul style="list-style-type: none">• Completes tasks without constant supervision• Puts in extra effort even when it's not required• Exceeds job description, eg, takes on additional tasks• Addresses obstacles to achieving own goals• Acts on opportunities without prompting• Minimises potential problems by applying initiative |
| <u>Influence and Persuasion</u> | Self | <ul style="list-style-type: none">• 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>Organisational Awareness</u> | Self | <ul style="list-style-type: none">• Considers how their role impacts both the department and the business• Understands the impact of organisational policies/procedures on the department• Considers both the business and customer perspective on various issues• Identifies key drivers and commercial opportunities within their department• Uses financial reporting information to drive performance |
| <u>Planning and Organising</u> | 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 deadlines |
| <u>Relationship Building</u> | 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 |



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