

# Job Description

2010 September 24



## Indigenous Engagement & Partnerships Manager Corporate Affairs

**Reports to:** Head of Stakeholder Engagement, Policy and Regulatory Affairs

**Direct reports to this position (2):**

Indigenous Engagement and Partnerships Coordinator  
Project Manager

**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 [Indigenous Engagement and Partnerships 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 supports 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

The Indigenous Engagement & Partnerships Manager is responsible for managing relationships with key Aboriginal and Torres Strait Islander stakeholders on issues affecting SBS, including ongoing engagement and consultation; developing and managing the implementation of an engagement plan, development and



execution of relevant projects in line with Community Impact Plan and other key organisational objectives; providing analysis and advice on matters of Indigenous policy; providing cultural leadership, delivery and input into a range of deliverables for SBS's Reconciliation Action Plan, and sourcing research and providing briefings to inform SBS and its staff in relation to content, cultural protocol and operational matters pertaining to Aboriginal and Torres Strait Islander peoples.

You will work as part of the Stakeholder Relations, Government and Policy Team and with other teams in the Corporate Affairs Division to ensure that relevant community and cultural considerations are addressed in the Division's work and outputs (eg providing advice and assistance on resources and other content creation where required).

In undertaking the responsibilities of the role, close collaboration with relevant internal stakeholders, including the NITV Senior Leadership Team and Head of Strategic Partnerships, is required to ensure consistent messaging and relationship continuity with partners and stakeholders.

## **Main Responsibilities**

### **Stakeholder Management and Engagement**

1. Develop and manage the implementation of a First Nations stakeholder engagement strategy to support engagement with SBS in Aboriginal and Torres Strait Islander communities. In accordance with this strategy, effectively and efficiently deliver strategic engagement projects, including management of budgets, delivery against internal and external timelines, briefing and reporting.
2. Develop and maintain positive relationships with key First Nations stakeholders on issues affecting SBS, particularly as they relate to issues of culture and knowledges, social cohesion and the media (eg First Nations Media Australia).
3. Develop and maintain relationships with key internal stakeholders to enable smooth delivery of partnerships, facilitate appropriate connections with and between Aboriginal and Torres Strait Islander stakeholders, provide support as required to Divisions of SBS (eg content, news, programming), and keep informed about organisational priorities.
4. Facilitate partnerships between SBS and First Nations groups aligned with the SBS Charter and Corporate Plan, including end to end negotiation, management and delivery of formal partnership agreements on behalf of SBS.
5. Maintain strong relationships with Federal, State and Territory agencies and peak bodies with responsibilities for First Nations Australians (eg NIAA), including management of partnerships and development/implementation of plans as required.
6. 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.
7. Support SBS leadership in engagement activities and events relevant to SBS objectives, including provision of strategic advice, recommendations for engagement and timely provision of supporting materials (eg briefs, reporting) and correspondence where required.
8. Manage meetings with and feedback from the community and communicate outcomes within SBS, including management of complaints relating to First Nations-specific content and issues.
9. Manage the coordination and maintenance of a calendar of events and activities for SBS related to Aboriginal and Torres Strait Islander communities as relevant.

### **Policy Advice and Operational Involvement**



1. Provide high level advice, guidance and support to SBS Executive and Senior Management on policy, protocol and operational matters relating to First Nations cultures, languages and peoples, including advice on best practice approaches and engaging in community consultation as required to support this work.
2. Development and delivery of Corporate partnership elements, project management and community engagement activities for events and projects such as 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.
3. Provide high level advice and support to SBS's Reconciliation Action Plan Co-Chairs, Steering Committee and SBS RAP Lead, including:
  - a. Managing relationship and engagement with Reconciliation Australia;
  - b. Act as Secretariat for Ngarra, the First Nations Staff Advisory Group;
  - c. Working closely with and providing guidance on cultural and other relevant matters to the SBS RAP Lead;
  - d. Providing advice on best practice approaches to aspects of the Reconciliation Action Plan, as relevant;
  - e. Provide oversight and input to reporting and other relevant documentation.
4. In collaboration with the Director of Indigenous Content, provide support to the Elder-in-Residence programme.

#### **Management and Teamwork**

5. As a Senior Leader, model and promote SBS Values through appropriate social, ethical and organisational standards in all interactions and processes, including in relation to building a cohesive and productive environment with the Team and Division.
6. Work to organisational deadlines for reporting, budgets and briefings, in line with SBS processes.
7. Manage the Indigenous Engagement & Partnerships team, providing a clear sense of direction to direct reports, advising and guiding the planning and implementation of projects, and supporting ongoing performance and development.
8. Manage the Indigenous engagement & specific project budgets and resources within the required/established parameters.
9. 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.

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

- Demonstrated experience in successfully leading an Indigenous engagement function or projects and providing advice at a senior level, with at least 8 years' work experience in the field. Media sector experience is beneficial but not essential.
- Demonstrated ability to build consensus in complex and multi-stakeholder environments, including the ability to escalate issues appropriately, collaborate on solutions and provide thoughtful recommendations and advice.
- A comprehensive understanding of the diverse First Nations Cultures and Communities.



- Well-developed strategic thinking and ability to exercise sound judgement, identify opportunities, plan, execute and review in a way which delivers on strategic outcomes and increases impact.
  - Well-developed interpersonal, influencing and relationship-building skills, including an ability to communicate effectively and persuasively with stakeholders at all levels.
  - Demonstrated writing and organisational skills, including the ability to focus on detail, meet deadlines and balance priorities.
  - Demonstrated experience and enthusiasm for coaching staff and developing others to success.
  - Capability to manage budgets and resources effectively in line with SBS policies.
- This role is Sydney-based and may require some travel within Australia.



## Workplace Health & Safety

- Effectively promote and manage the work health and safety arrangements for the team as prescribed by the Health & Safety Management Arrangements.
  - Work Health & Safety Act (Cth) 2011
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  - WHS Hazardous Manual Tasks Code of Practice 2018
  - Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2018
- Ensure employees 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
- Ensure the physical and psychological safety of the workplace under your control by:
  - ensuring regular workplace inspections are scheduled and conducted, involve the relevant HSR and recommendations made are actioned in a timely manner
  - ensuring compliance with the relevant standards and legislation in relation to purchase and provision of accommodation, furniture and equipment
  - identifying changes in the workplace/processes that may affect safety and ensuring that any associated risks are identified, assessed and controlled
  - verifying the effectiveness of control measures at appropriate intervals including monitoring compliance with safe operating procedures, site induction requirements and Permits to Work; and
- Ensure all WH&S reporting is accurately completed and submitted within specified timeframes and any follow up actions are completed
- Support/implement early intervention strategies and return to work programs.