

POLICY OFFICER

Job Profile

Position Title	Policy Officer
Department	Licensing & Regulatory Affairs
Immediate Supervisor	Chief Executive
Basis of employment	Permanent part-time (1 day / week)

Role Summary

Reporting to the CEO, this role is responsible for the undertaking and coordinating policy development, producing analysis and advice, to support the Society and our membership in copyright law initiatives.

May involve some travel.

Key accountabilities

Policy research

- Undertake research and analysis, reviewing alternatives in relation to copyright policy reforms, to contribute to the policy process in Australia and New Zealand and to inform decision making
- Monitor international policy debates to identify potential opportunities and risks for Screenrights and its members
- Understand the legal framework of Screenrights licences, and their operation within copyright law and consider options for reform

Submissions

- Review government inquiries into copyright and related areas to identify policy implications for Screenrights and its members
- Preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives
- Assist the CEO in participation in inquiries including public hearings.

Stakeholder Management

- Develop and maintain strong internal and external relationships to exchange information with members, government and other stakeholders
- In conjunction with the CEO, communicate Screenrights' policy position to stakeholders, and understand their views.

Required knowledge, skills & experience

- 3-5 years experience in a legal policy, government relations or copyright advisory role
 - Demonstrated ability to prepare coherent, rigorous and persuasive submissions on complex policy areas
 - Strong communication skills
 - Ability to develop positive, long term relationships with stakeholders
 - Copyright knowledge is highly desirable
 - Film/TV industry experience is desirable
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Personal/Leadership Attributes

- Outstanding oral and communication skills
 - Excellent stakeholder management skills
 - Work independently to represent Screenrights members' interests
 - Collaborative style that actively engages the internal teams to develop plans and resolve issues
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