

## POLICY AND LICENSING OFFICER

### Job Profile

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Position Title	Policy and Licensing Officer
Department	Legal & Policy and Licensing
Immediate Supervisor	Head of Licensing
Basis of employment	Permanent part-time (3 days / week)

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### Role Summary

Reporting to the Head of Licensing and working with both the Legal & Policy and Licensing departments, this role has dual responsibilities. In the legal & policy area, this person is responsible for executing Screenrights' policy initiatives in the interests of our Members, particularly in relation to copyright and communications law, including through stakeholder management and producing related analysis, submissions and advice.

In the licensing area, this person is responsible for stakeholder management in government and education, and management of the Government Copyright Licence.

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### Key accountabilities

#### Stakeholder Management

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

#### Submissions

- In conjunction with the Legal & Policy team, to review government inquiries into copyright and related law relevant to Screenrights to identify policy implications for Screenrights
- Preparation of discussion papers, briefs and submissions, to contribute to the development and execution of policy initiatives

#### Policy research

- Working with the Legal & Policy team to undertake research and analysis in relation to copyright and related law relevant to Screenrights to inform decision making on reform options
- Monitor international policy debates to identify potential opportunities and risks for Screenrights and its members

## **Licensing**

- In conjunction with the Head of Licensing, manage the Government Copyright Licence
  - Work with the Head of Licensing to modernise the Government Copyright Licence
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## **Required knowledge, skills & experience**

- 3-5 years experience in a legal policy, government relations or copyright or communications law 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 and communications law and policy knowledge is highly desirable
  - Film/TV and Digital Platforms industry experience is highly desirable
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## **Personal/Leadership Attributes**

- Outstanding oral and written communication skills
  - Proven stakeholder management skills
  - Self-starter with the ability to work independently to represent Screenrights' stakeholder interests
  - Collaborative style that actively engages the internal teams to develop plans and resolve issues
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