

Job Description

10 June 21



Indigenous Lead Audio & Language Content

Reports to: Head, Language Content

Direct reports to this position: Executive Producer NITV Radio, Casual staff

Applicants must identify as being of Aboriginal or Torres Strait Islander descent. SBS considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under s 14 of the Anti Discrimination Act 1977 (NSW).

SBS Values, Vision and Purpose

The Indigenous Lead 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 – ALC

We inspire social cohesion by connecting communities through multilingual conversations, acknowledging First Nations peoples as the Traditional Custodians of Country and their continued spiritual and cultural connection to this Land, helping everyone feel at home in Australia. SBS is the most multilingual public broadcaster in the world. With 68 language services, we deliver news, information and entertainment to the 4.87m people in Australia who speak a language other than English at home (ABS Census 2016).



Role Purpose

The purpose of the Indigenous Lead, ALC is to ensure First Nations perspectives, knowledges and stories are creatively and successfully included in the division's content output, to lead NITV Radio output, and ensure the division contributes to initiatives that have meaningful and lasting positive social impact.

Main Responsibilities

- Lead the output from NITV Radio program on radio, podcast and social media activities.
- Manage the Executive Producer of NITV Radio and a small team of casuals and contributors.
- Lead the development of Indigenous content such as for new podcasts in Aboriginal and Torres Strait Islander languages output.
- Create an environment of growth for understanding First Nations perspectives in the ALC division.
- Provide guidance and support for a large team of diverse multilingual content producers on First Nations priorities, such as education and health and calendar events like NAIDOC Week, Sorry Day, etc and operate as an internal divisional resource for Indigenous content creation.
- Provide Indigenous editorial perspectives to the content output for the Audio and Language Content division across all platforms.
- Collaborate actively with NITV on SBS's Indigenous Content Strategy.
- Guide the division's RAP Elevate plan and roadmap ensuring report requirements, quality and deadlines are met.
- Oversee complex project work that can be internally focused (like supporting the corporate-wide implementation of the Indigenous Framework) to community-partnered projects, events, programs and services.
- Research and present papers and presentations of high quality.
- Provide strategic advice and guidance to the Director in order to achieve divisional goals.
- Respond to requests for support from the community and corporation as required or necessary.

Other Duties:

- Perform other duties as are necessary for the effective execution of SBS's strategy as directed by the Director of ALC or SBS.
- Representing SBS and ALC externally and engaging with communities as required.
- Work closely with the ALC leadership team to review output services on an ongoing basis to ensure efficient and effective services for audiences.



- As a leader in ALC, contribute to the implementation of SBS Policy, Charter requirements and changes within the Division.

Minimum requirements of the role

- Demonstrated understanding of topics and issues of importance to First Nations Australians, the wider multicultural communities and where they intersect and align.
- Deep understanding and appreciation of Aboriginal and Torres Strait Islander cultures & knowledge of protocol.
- Education in media, history, Indigenous studies, social or political science or related qualification or equivalent work experience.
- Experience working in, or partnering with, the First Nations media sector and delivering work to high standards and to time and budget.
- Excellent community contacts and strong long-standing relationships.
- People leadership and supervisory experience in a complex environment, preferably media.
- A deep commitment to reconciliation and keen understanding of the context of Australia's Indigenous history.
- Ability to connect with diverse groups of people, often from a non-English-speaking heritage to create and build trusting relationships, both with internal and external stakeholders
- Experienced with community engagement desired.
- Coaching and team building skills to build a culture of collaboration and a more strategic mindset.
- Demonstrated project and program management, development and implementation skills.
- Adaptability to manage changing priorities, comprehend complex and/or ambiguous information in a timely manner and provide sound advice.
- Ability to handle and manage sensitive and confidential information
- Demonstrated leadership competencies, including: organisation-wide, inclusive thinking; personal accountability; respectful and collaborative approach to team building.

Key relationships with other roles and external stakeholders

- Manager, Planning and Development
- EP, NITV Radio
- Director, ALC
- Director, Indigenous Content (incl NITV)
- Indigenous Engagement and Partnerships Manager
- Senior Cultural Impact Advisor



Key Capability		
Capability	Level	Behaviour
<u>Communication</u>	Function	<ul style="list-style-type: none"> • Uses appropriate grammar • Uses appropriate vocabulary • Uses a suitable tone • Speaks at a suitable pace • Speaks clearly using minimal language • Changes language to suit audience • Provides full responses to questions • Provides accurate responses to questions
<u>Customer Focus</u>	Function	<ul style="list-style-type: none"> • Follows through on customer/client inquiries, requests or complaints • Distributes useful and up to date information to the customer/client • Determines the needs of the customer/client through probing and listening • Provides friendly, helpful service to the customer/client • Makes sure there is a clear understanding of the customer/client's needs • Offers appropriate solutions to the customer/client • Prioritises work goals that impact the customer/client directly • Diffuses customer/client problems
<u>Decision Making</u>	Function	<ul style="list-style-type: none"> • Makes decisions in situations that are well defined • Makes decisions that impact own area of responsibility • Weighs up alternatives according to their likely impact • Weighs up alternatives according to their likely impact on others • Makes decisions in a timeframe appropriate to the work goal • Readily makes decisions when faced with unfamiliar circumstances
<u>Initiative</u>	Function	<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>Planning & Organising</u>	Function	<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



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 worksafely
 - follow safe work practices