

SENIOR POLICY OFFICER

JOB DESCRIPTION AND DUTY STATEMENT

JOB DESCRIPTION

The Senior Policy Officer assists the Board and CEO in pulling together the elements required for informed and effective input into policy and submissions, organizational messaging and supports the development and maintenance of strategic government and industry relationships. This position oversees a small team of two policy officers, with specialty knowledge of media policy.

KEY DUTIES

1. Policy Development, responses and representation	KPIs
1.1. Support new and updated Aboriginal and Torres Strait Islander media and communications policy, working closely with the Communications Officer.	As required
1.2 Working closely with the Members Officer to facilitate consultation activities with members as required and as relevant to the role	As required
1.3 Support the development of policy papers on key topics (e.g. employment and training, multi-platform delivery, content development & sharing, industry development). Link policies to the 'Our Media' value statements and 9 Calls for Action to provide consistent messaging.	As required (usually 4-8 policy documents per year)
1.4 Prepare an annual Pre-Budget submission for the First Nations media sector	Annually
1.5 Prepare FNMA responses on relevant government and industry reviews, as directed by the CEO, with membership and stakeholder input where required.	As required (usually 5-10 per annum)
1.5 Contribute to the development of policy relating to the First Nations media sector, such as the Coalition of Peaks, various community media working groups, Government consultation processes and other areas as directed by the CEO.	As required
1.6 Work closely with indigiTUBE, First Nations News Initiative and First Nations Archiving Project staff to connect policy and resource development with project activities wherever possible.	As required
2. Stakeholder Engagement	
2.1 Support positive working relationships with industry stakeholders including other community-controlled organisations, other media sector bodies, elected representatives and Government agencies.	As required
2.2 Seek partnership opportunities that align with the strategic objectives set by the Board and develop proposals as required in consultation with relevant members.	As required
2.3 Maintain regular communication to promote FNMA's work in funding and influencing spaces.	As required

3. Research, data collection and analysis	
3.1 Maintain a watching brief on policy developments that could impact the First Nations media sector and report regularly to the CEO, Board and members.	As required
3.2 Secure resourcing and coordinate evaluation of the impact and outcomes of the First Nations media industry. This includes actively contributing to data development and analysis, as well as the preparation of impact reports.	As required (at least one report output expected per annum)
3.3 Undertake background research and consultation to support FNMA policy responses and/or discussion papers, including keeping a watching brief on relevant publications.	As required
3.4. Support and/or advise external researchers in investigating First Nations media outcomes.	As required
4. Resource development	
4.1 Support the development and writing of grant submissions as required for project activities and events, as directed by the CEO.	As required (approx. 10 submissions annually)
4.2 Support the development stakeholder relationships that financially benefit FNMA members sector-wide such as fee-for-service production relationships and key campaign activities.	As required
4.3 Actively pursue resource relationships to support the sector's 9 Calls for Action priority activities	Ongoing
5. Strategic Communications	KPIs
5.1 Working closely with the Communications Officer, support the streamlining of communications across the business to effectively advise on emerging issues, historic sensitivities and identify key priorities for the Communications Strategy.	Annually
5.3 Work with Communications Officer to support CEO to advocate on sector policies, outcomes and issues through conferences, submissions, reviews, presentations to government/stakeholders.	As required
5.4 Work closely with Communications Officer to identify, develop and build relationships with key political and media partners/champions to support FNMA and the First Nations media industry.	As required
5.5 Working with the Communications Officer, publish a quarterly Stakeholder Update highlighting key policy developments relevant to the sector. Provide activity reports to the CEO and Board for each meeting, contribute to newsletters, annual report and stakeholder email communication, provide verbal reports to membership meetings and stakeholder groups.	Quarterly
5.6 Provide activity reports to the CEO and Board for each meeting, contribute to newsletters, annual report and provide verbal reports to membership meetings and stakeholder groups.	As required
6. Professional Development & Support	

6.1 Develop and maintain workflows that integrate with the Policy Officer and project management staff for transparency and identification of support mechanisms.	Ongoing
6.2 Identify professional development opportunities relevant to your role and report to Senior Policy Officer and CEO	Annually