

Department of State Growth

Statement of Duties

Position Title:	Industry and Video Games Coordinator
Position number:	005325
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Division/branch/section:	Culture, Arts, and Sports / Screen Tasmania
Location:	Hobart
Employment status:	Flexible
Supervisor:	Industry Development Manager

Position Objective

Manage Screen Tasmania's support of the Tasmanian video game development sector. Assist in the coordination of Screen Tasmania's industry development programs, focussed on engaging with film and television production and game development sectors. The role involves assisting clients in identifying creatives, crew, developers, facilities and locations as well as engaging with diverse communities that are underrepresented in the screen industry to assist them in terms of access and inclusion.

Major Duties

- Manage the Game Development and Attachments and Traineeships Programs including assessing applications and making recommendations, liaising with clients and identifying opportunities for collaboration, and implementing decisions.
- Assist in the administration of industry development tasks including Screen Tasmania sponsorships and Business Travel funding applications.
- Act as a contact point for the screen production sector and games development community and provide advice including:
 - Advice to screen producers on locations, facilities and crew for potential screen projects
 - Responding to queries from people wishing to enter the industry
 - Advice to crewmembers on industry practices.
 - Answering funding queriesas well as coordinating partnerships with the games sector.
- Work to engage underrepresented communities to increase inclusion and representation in the industry.

- Coordinate with Local and State Government agencies and the private sector regarding the use of locations by film and television productions.
- Assist with collaboration with other State, Territory and Australian Government agencies, and industry bodies, to increase production and employment.

Selection Criteria (Knowledge and Skills):

- Experience working in the Tasmanian screen production industry and knowledge of the Tasmanian game development sector, including structure and personnel, and of production practices in film and television production and game development.
- Excellent communication skills, including the ability to effectively, accurately, clearly and succinctly prepare a wide variety of written documentation tailored to the audience, and strong negotiation and interpersonal skills with the ability to liaise with stakeholders at all levels of experience.
- Well-developed organisational skills, with the proven ability to set priorities, meet deadlines and work with limited supervision.
- Well-developed IT skills with experience in utilising a wide variety of software packages, including records management systems.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Screen Tasmania supports and develops the state's film, television and multimedia industries by providing grants and equity investments in the development and production of Tasmanian screen projects as well as providing direct support in the form of industry and professional development.

The employee is responsible for the timely and efficient co-ordination of client services, program delivery and administrative support within the Screen Tasmania team.

The employee will receive general direction from the Industry Development Manager and is expected to operate with autonomy in day-to-day activities and exercises professional judgement to ensure that competing and conflicting priorities are met within agreed timeframes and to the required standard.

The occupant will be exposed to confidential issues and information and is required to maintain a high level of confidentiality.

Some intra and inter-state travel will occasionally be required.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Identification with, or experience with working with, underrepresented groups in the Tasmanian screen sector.
- Current driver's licence

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)