



South Australian **Film Corporation**

**PROGRAM SYSTEMS MANAGER**

**JOB & PERSON SPECIFICATION**

**MARCH 2026**



## ROLE STATEMENT

*Position Title*                      Program Systems Manager

*Business Unit*                        Production

*Review date:*                        February 2026

## About Us

The South Australian Film Corporation **empowers** world-class South Australian screen production and **connects** our state's diverse voices, stories, artistry and identity to audiences in Australia and around the world.

The SAFC is supported by the South Australian State Government through the Minister for Arts, and funded by the Department of the Premier and Cabinet.

South Australian screen content is central to our relationships with our fellow Australians and the world, bringing us closer together through broadening and sharing our experiences, insight and empathy.

## Our Values

**Working Together** – SAFC values meaningful and respectful two-way engagement with industry and partners.

**Diversity** – SAFC values access to creation, production, points of entry and pathways for all South Australians.

**Informed** – SAFC values data-driven decision making and specialist expertise.

**Creative Driven** – SAFC is responsive, engaged and active in shaping the future screen industry in SA

**Trusted** – SAFC brand is trusted and respected – recognised for quality and exceptional talent.

## About This Role

The Program Systems Manager is a central role within the Production Team overseeing the efficient, accurate and engaged administration of all SAFC funding programs. The department is responsible for administering grant funding and rebate programs, delivering screen industry development initiatives and operating the Adelaide Studios.

The Program Systems Manager supports the SAFC's organisational performance by playing a critical role in managing the technology, processes and systems that support the administration of funding programs, ensuring efficiency, transparency and compliance.

## Who You Will Work With

- Reports to Head of Production
- Direct report – Program Coordinator
- Works collaboratively with all other SAFC employees, particularly the Production Team
- Screen industry applicants ranging in experience from entry level to established
- Local, national, and international screen production and post-production companies, studios, producers and game developers
- Screen industry organisations including Screen Australia, State and Territory Screen Agencies, and the Mercury
- South Australian Government departments, including the Department of the Premier and Cabinet (DPC)

## Conditions

- The SAFC promotes diversity and flexible ways of working.
- After the successful completion of six months' probation, employees are encouraged to discuss the flexible working arrangements for this role.
- Some out of hours work may be required.
- National police security clearance required prior to employment.
- Required to participate in the SAFC performance management and development program.

## What You Will Do

<p><b>Program and grant management</b></p>	<ul style="list-style-type: none"> <li>○ Own the configuration, maintenance, and continuous improvement of SAFC's grant management systems.</li> <li>○ Ensure industry programs are delivered in line with SAFC service standards.</li> <li>○ Ensure systems effectively support end-to-end program processes to drive transparency and efficiency: application, assessment, contracting, acquittal, and reporting.</li> <li>○ Proactively identify and implement workflow and system improvements to enhance user experience and program delivery.</li> <li>○ Assist with the management of team priorities through timely advice to the Head of Department.</li> </ul>
<p><b>Contract, Financial Management &amp; Administration</b></p>	<ul style="list-style-type: none"> <li>○ Manage administrative, governance, and financial reporting duties related to industry programs and activities</li> <li>○ Manage Production team records including databases, contracts, and registers</li> <li>○ Oversee Production team contracting processes</li> <li>○ Maintain and improve evaluation and impact reporting</li> <li>○ Manage delegate approvals for the wider Production team</li> <li>○ Ensure response deadlines are met for all programs and funding</li> </ul>
<p><b>Data collection and analysis</b></p>	<ul style="list-style-type: none"> <li>○ Ensure Production team data, records, and processes support access to data and insights as required to respond to requests for information from internal and external stakeholders</li> <li>○ Manage Production team reporting for the CEO and SAFC Board</li> <li>○ Manage industry program data privacy and security protocols in accordance with organisational and legislative requirements</li> <li>○ Lead reporting against the SAFC's industry strategies including:             <ul style="list-style-type: none"> <li>○ SAFC Diversity and Inclusion Strategy</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ SA Screen Industry Workforce Development Strategy</li> </ul>
<b>Team Management</b>	<ul style="list-style-type: none"> <li>○ Demonstrate a commitment to personal professional development and the professional development of team members in line with SAFC strategic aims and staff development plans.</li> <li>○ Support and implement HR policies within the team, ensuring employee engagement and wellbeing.</li> <li>○ Sensitively engage with, and manage, access needs of team members for effective team performance.</li> <li>○ Maintain timely, relevant, open and transparent communication with direct reports and the broader SAFC team.</li> <li>○ Foster a culture of innovation and continuous improvement within their team area to remove barriers to efficient work practices and strengthen the impact and strategic alignment of effort.</li> <li>○ Effectively manage the performance, engagement and wellbeing of staff providing client-facing services.</li> </ul>
<b>Stakeholder Engagement and Coordination</b>	<ul style="list-style-type: none"> <li>○ Provide support to applicants and customers in navigating SAFC programs</li> <li>○ Prioritise the needs of stakeholders and apply this understanding to drive the design and delivery of industry program products and services.</li> <li>○ Respond to all Production team enquiries promptly and professionally, upholding SAFC's values.</li> <li>○ Collaborate across teams to leverage expertise and deliver coordinated outcomes Manage agreements with industry partners</li> <li>○ Act as the primary liaison between Production team, IT, and system vendors.</li> <li>○ Deliver induction, training, documentation, and support to Production team staff and assessors on system use.</li> </ul>
<b>Corporate Responsibilities</b>	<ul style="list-style-type: none"> <li>○ Model ethical behaviour and practices consistent with SAFC Values and SA Government Code of Ethics for Public Sector Employees.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Participate positively in SAFC staff meetings and events.</li> <li>○ Maintain open and transparent communication with all SAFC departments and individuals and contribute to the development of a collaborative work environment based on mutual respect and trust.</li> <li>○ Ensure compliance to SAFC policies and procedures.</li> <li>○ Contribute positively to the development and implementation of the SAFC strategic and operational plans.</li> <li>○ Contribute positively to the SAFC WHS Group and report Adelaide Studios incidents and “near misses” along with suggested risk mitigation strategies.</li> <li>○ Comply with, and proactively recommend improvements to, operational practices, Adelaide Studios policies, and SAFC policies and procedures.</li> </ul>
<p><b>Commitment to Culture</b></p>	<ul style="list-style-type: none"> <li>○ Demonstrate an active contribution to the SAFC’s continuous improvement and innovation in workplace practices</li> <li>○ Demonstrate engagement and a positive impact on SAFC’s workplace culture and support for fellow staff.</li> <li>○ At the SAFC, Adelaide Studios and in the SA screen industry, demonstrate a commitment and active contribution to:             <ul style="list-style-type: none"> <li>○ improving the diversity of participants,</li> <li>○ removing barriers to participation, and</li> <li>○ the SAFC meeting its targets under the Diversity and Inclusion Strategy.</li> </ul> </li> <li>○ Demonstrate a commitment to developing aspects necessary for success in the role including:</li> </ul>

	<ul style="list-style-type: none"><li>○ understanding of the industry and Government context that the SAFC operates within,</li><li>○ professional development and training, and</li><li>○ taking action to enhance personal wellbeing.</li></ul>
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## The Capabilities You Will Bring

<b>Technical expertise</b>	<ul style="list-style-type: none"> <li>○ Strong analytical and problem-solving skills with the ability to translate business needs into system solutions</li> <li>○ Proficiency in cloud based digital management programs and the Microsoft 365 suite</li> <li>○ Strong ability in Excel and data management and production of reports</li> <li>○ Demonstrated governance skills</li> </ul>
<b>Personal abilities</b>	<ul style="list-style-type: none"> <li>○ Excellent interpersonal, verbal, and written communication skills</li> <li>○ Confidence and willingness to adopt new technology solutions to increase efficiency</li> <li>○ Demonstrated ability to establish priorities, balance competing demands and to work to deadlines within a fast-paced environment</li> <li>○ Proven ability to actively contribute to a positive, inclusive, respectful, and collegial team environment</li> <li>○ Proactive attitude toward learning and supporting team success.</li> <li>○ Strong alignment with SAFC values</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>○ Experience in managing or administering grant or program delivery systems, preferably in the screen, arts, or government services or similar regulatory environments will be highly regarded</li> <li>○ Experience working with grant or CRM platforms highly regarded</li> <li>○ Demonstrated ability to relate to a diverse range of stakeholders</li> <li>○ Demonstrated ability to develop, manage and report on a budget</li> </ul>
<b>Qualifications</b>	NA



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer and Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.