



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	
POSITION DESCRIPTION:	Branch Commissioner Media Production
DEPARTMENT:	Marketing and Communications Directorate
TENURE:	2 Years
IMMEDIATE SUPERVISOR:	Assistant Chief Commissioner Marketing and Communications
FIRST LEVEL SUPERVISION:	Branch Leader Visual Productions Branch Leader Photography
LIAISES WITH:	Branch Commissioner Communications Branch Commissioner Marketing & Branding Branch Leader Social Media Branch Advisor Digital Experience Scouts WA Head Office Field Leadership Team
COMMITTEES:	Nil
The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities. Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability. Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.	
ROLE OBJECTIVE	
The Branch Commissioner Media Production provides strategic leadership and oversight of Scouts WA's photography and visual production services. The role supports delivery of the Scouts WA Strategic Plan by ensuring media production activities are coordinated, responsive and aligned with organisational priorities. This includes overseeing photographic, video and audio-visual content used across campaigns, events, publications, social media, websites and other communication channels. The role supervises the Branch Leader Photography and Branch Leader Visual Productions, supports the wider media team and ensures clear processes are in place for requests, bookings, approvals, production and asset management. It works closely with the Assistant Chief Commissioner Marketing & Communications, Scouts WA staff and key stakeholders to manage priorities, improve service delivery and ensure all content meets requirements for branding, child safety, consent, privacy, copyright, accessibility and appropriate use.	
ROLE RESPONSIBILITIES	
- Lead, support and develop the Photography and Visual Productions functions. - Translate strategic priorities into annual production plans and service standards. - Manage photography and visual production requests through Microsoft Bookings. - Coordinate coverage for priority events, campaigns and organisational projects. - Maintain safe, consistent processes for briefs, approvals, consent, production, delivery and storage. - Advise Scouts WA stakeholders on service scope, lead times, risks and resource needs.	
FUNCTIONS AND DUTIES	
Leadership and Planning - Set team priorities, work plans, standards and delivery timeframes. - Hold regular check-ins with both Branch Leaders and support recruitment, induction, development and succession. - Report progress, risks and resource needs to the Assistant Chief Commissioner.	



Bookings and Coordination

- Maintain Microsoft Bookings as the central entry point for photography and visual production request.
- Review briefs, confirm approvals, allocate work and communicate outcomes.
- Maintain a forward production calendar and escalation process for urgent or out-of-scope requests.

Production and Asset Management

- Maintain practical procedures and checklists for planning, event conduct, equipment, editing, approvals, file naming, delivery and storage.
- Ensure assets are stored in approved systems with suitable metadata, consent records, access controls and usage restrictions.
- Coordinate joint photography and visual production support for major events and campaigns.

Stakeholder Support and Improvement

- Work with Communications, Marketing, Social Media, Publications and event teams so assets meet agreed needs.
- Review service outcomes, team capacity, equipment needs and process gaps, then recommend improvements or external support.

AUTHORISATIONS AND DELEGATIONS

- Exercise financial authority within the approved Financial Delegations Standard.
- Allocate approved work and approve routine schedules, workflows and procedures.
- Liaise with Scouts WA stakeholders and approved suppliers on production requirements.
- Defer, decline or escalate requests lacking suitable notice, approvals, consent, resources or strategic alignment.
- Escalate child safety, privacy, copyright, reputational, financial or operational risks.

PERSONAL ATTRIBUTES

Attitude

- Have enthusiasm for the Vision, Aim, and Principles of Scouting.
- Be a good role model to Youth and Adult Members.
- Commit to participate in ongoing professional development.
- Have enthusiasm for the One Program continuum.
- Have enthusiasm for the Youth Leading Adults Supporting concept.
- Adhere to the Scouts Australia Code of Ethics and Conduct.

Skills

- Be able to communicate efficiently.
- Be able to motivate, build, and lead teams effectively.
- Be able to manage people effectively.
- Be able to mediate conflict, carry out investigations and make recommendations.
- Be able to write reports.
- Be able to use the Microsoft Office suite.

Knowledge

- Understand and be able to use ScoutMap (the Scouts WA membership database).
- Understand and commit to the Scout Promise and Law.

QUALIFICATIONS AND SKILLS

Mandatory

- Have a Wood Badge in Leader of Adults, or to attain within 12 months.
- Have experience in a management role.
- Meet the requirements for membership of the Branch.
- Working knowledge of photography, video, events or media production workflows.
- Relevant qualification or equivalent experience.



Desirable

- Experience in Scouts WA.
- Demonstrated knowledge of Scouts WA HR policies, procedures and implementation.
- Experience and/or qualifications in dispute resolution training.
- Excellent interpersonal skills.
- Understanding of ScoutMap.
- Demonstrated practical computer skills.
- Competence in using the Microsoft suite of products ie: word, excel, powerpoint, etc.

EXPERIENCES

- Leading a media, production, events, communications or creative services team.
- Developing booking systems, workflows, procedures or service standards.
- Coordinating multiple requests with competing deadlines.
- Liaising with leaders, volunteers, staff, suppliers and community stakeholders.
- Managing media assets, approvals, consent and production records.

REQUIRED MEETINGS

- Media Production Team meetings, as required.
- Marketing & Communications Portfolio meetings, as required.
- Relevant Branch, Region, District or Group meetings, as required.
- Regular check-ins with the Assistant Chief Commissioner | Marketing and Communications.

KEY PERFORMANCE INDICATORS

To be discussed.

ACCEPTANCE OF ROLE

I have read and discussed the Branch Commissioner | Media Production Position Description and Specific Duties Statement with my formation Leader and accept the appointment.