

Position Profile

Studio Management Lead



WHO IS THE CHILDREN'S CANCER INSTITUTE?

The Children's Cancer Institute is the only independent medical research in Australia dedicated to research into the causes, prevention, better treatments and ultimately a cure for childhood cancer. More than 40 years on, our vision remains unchanged – to save the lives of all children with cancer and improve their long-term health, through research. The Institute has now grown to employ nearly 350 researchers, operational staff, and students, and has established a national and international reputation for scientific excellence. Our focus is on translational research, whereby we have an integrated team of laboratory researchers and clinician scientists who work together in partnership to discover new treatments which can be progressed from the lab bench to the beds of children on wards in our hospitals as quickly as possible.

The Institute has recently embarked on a remarkable adventure towards joining with our clinical colleagues at the Kids Cancer Centre, Sydney Children's Hospital, in a brand-new purpose-built home, Australia's first Children's Comprehensive Cancer Centre, which when completed, will house up to 900 child cancer clinicians and scientists.

OUR SHARED VISION

Our shared vision for the Children's Comprehensive Cancer Centre is to be the leading children's comprehensive cancer centre world-wide, providing for the seamless integration of child cancer research, clinical care, and education, with the goal of putting an end to childhood cancer.

WE BELIEVE THAT

- No child should die from cancer or suffer life-long side effects from their treatment.
- Medical research is fundamental to curing childhood cancer.
- It is the critical iterative relationship between translational research, research that moves laboratory findings into the clinic; and discovery research, bench to bedside and back again, that is bringing us closer to one day curing childhood cancer.
- It's not if. It's when.

OUR PURPOSE

Children's Cancer Institute exists solely to put an end to the devastating impact of childhood cancer. Every week in Australia, three children and adolescents die of cancer. Only when that three becomes zero, and when all the survivors can live a normal life, will our work be done.

Our purpose as the only independent medical research institute in Australia focused exclusively on childhood cancer, is to Translate and Discover, through world class research, new treatments that will cure cancer and reduce side effects in children and adolescents.

OUR STRATEGIC OBJECTIVES

Translate—Accelerate the integration of our translational research into clinical care, including delivery of the flagship Zero Childhood Cancer program.

Discover—To pursue world class discovery research, and to feed the translational pipeline through the depth, breadth, and impact of our science.



OUR STRATEGIC ENABLERS

Empower—Attracting and developing the brightest minds in a vibrant collaborative high-performance culture that fosters diversity, innovation, and success.

Innovate—By providing our researchers and support teams with access to advanced technologies, infrastructure, and facilities, we will create a dynamic and cutting-edge environment for innovation.

Connect and engage—Partnering and collaborating with UNSW and Sydney Children's Hospitals Network together with national and international clinical and research leaders and organisations, governments, and industry to leverage and maximise the outputs and impact of our research.

Promote and fund—Sharing our beliefs, vision, and purpose with others to drive awareness, engagement and support for our cause that ensures we deliver our strategic objectives in a financially sustainable way.

YOUR ROLE

Role:	Studio Management Lead	Team:	Marketing Campaigns
Job Family:	Marketing & Fundraising	Reports To:	GM – Marketing Campaigns
Salary Band:	B4	Manages:	Designer (external)
Key Internal Relationships:	Marketing Campaigns team Brand, product & comms team Data analytics team Customers & supporters’ team Wider CCI team	Key External Relationships:	Freelancers and marketing agencies as required Donors and partners as required.

YOUR PURPOSE

Help the Institute to cure every child of cancer by managing the allocation of resources and project managing the delivery of marketing campaigns and projects for the Institute, designed to achieve financial and non-financial KPIs. You will ensure campaign continuity through fiscal administration, planning, innovation, efficacy, & continuous improvement in developing & delivering an array of projects, as part of an agreed annual business plan.

Work collegially with the Marketing Campaign Team, Brand, Product and Digital team, Customers & Supporters Team, Data & Analytics team and other codesign stakeholders to ensure access to resources to deliver activity that delivers the “Journey of One” by strengthening our brand, growing our supporter base, and increasing lifetime value from event participants.

The Studio Management Lead is responsible for managing access to resources to enable the successful delivery of marketing campaigns and projects for the Institute. This role will oversee the hand-on process of taking a job from brief to concept to finished product. You will have your finger on the pulse of the Marketing & Fundraising team, ensuring briefs received are complete and high quality, determining and allocating resources to work on each project or brief and monitoring all jobs to ensure their timely delivery according to needs and objectives.

The Studio Management Lead works closely with the Marketing Campaigns Executive to ensure campaigns are completed on time and to brief, with the Marketing Campaigns Team and Brand, Product and Comms team plus agencies and freelancers to ensure that all aspects of a brief and campaign are delivered to a high standard.

You will collaborate closely with the team as project manager, to ensure the business runs efficiently and that projects are delivered effectively including managing estimating/pricing, traffic management, production management, quality control, resource allocation and deadline management.

Overall, this person will be passionate about working to drive us forward and help make our creative process to delivery as smooth as possible.

YOUR KEY OUTCOMES/ KEY RESULTS

1. Connection to the Cause	<ul style="list-style-type: none"> In conjunction with Marketing & Fundraising team, deliver an agreed ‘Journey of One’ activity program to achieve short term and long-term income and sustainability KPIs, including gross income, net income, acquisition, retention, and growth targets
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	<ul style="list-style-type: none"> • Managing the day-to-day delivery of all marketing and communication briefs (integrated assets including print, digital, social, email, multi-media, events etc) submitted making full use of project management and collaboration tools and delivering a refined process to support this. • Managing all aspects of the budget for each project, along with financial tracking and controls. Efficiently managing studio time, agency, and freelance resources, in accordance with the budget and refined budget management process. • Managing the multi-disciplinary delivery of briefs, clearly communicating the client and project needs to the team delivering the activity (designers, copy writer, videographer etc) to ensure that the work meets the agreed brief. • Assessing, interrogating, and clarifying client briefs and assigning the appropriate resource to a project. • Proofing and reviewing designs and checking documents/ assets before they are shared with the account team /client. • Creating and implementing deadlines, project goals, expectations, workflows, project performance reports to ensure a smooth production process with on-time delivery. • Managing procurement of print, large format production, subscriptions and tools and organise deliveries. • Curating image libraries and video, artwork, and branding assets. Ensuring files are stored and named according to protocols and timesheets are completed effectively. • Setting up systems and processes so that the wider team are aware of how the brief process operates. • Relationship builders and balance the client, the work, and the team. • Raise quotes for new jobs and consult with vendors, review quotes, verify production specs, and manage the production process. • Establish and adhere to style guides, standards, specifications, and rights management for all agency work, including photography, graphics, typography, colour, sizing, spacing, templates, illustration, storyboarding, iconography, etc. • Liaising with each client to ensure that the briefs are accurate, high quality and include all information, providing turnaround times, regular updates and managing issues with clients. • Ensure projects are on track, and ensure the progress is accurately reflected within our internal workflow management system. • You undertake other activities as directed to support the Institute’s vision and purpose
<p>2. Key Measures</p>	<ul style="list-style-type: none"> • Journey of One implementation through campaign delivery • Service Level Agreement for marketing campaigns with key internal partners • Expenditure budget management
<p>3. Systems & Processes</p>	<ul style="list-style-type: none"> • Support for the implementation of the technology required to deliver Journey of One e.g., Salesforce, Marketing Automation, Donor Journeys • Support for effective project planning and management tools and processes • Contribution to effective systems and processes to enable the Marketing & Fundraising team to complete their roles efficiently and with ease.

	<ul style="list-style-type: none"> Compliance with marketing and fundraising legislation including data privacy, financial management and fundraising code of conduct (FIA)
4. People & Teams	<ul style="list-style-type: none"> Contribution to a cohesive and motivating team environment across marketing, fundraising, operations, and research teams. Foster a harmonious and collaborative team culture and support the REDI vision – respect, equity, diversity, and inclusion. Maintain and enhance own skills and knowledge through participation in education and professional development
5. Conduct & Safety	<ul style="list-style-type: none"> Role model behaviours that positively reflect the Institute’s Code of Conduct, Research Code of Conduct and all relevant WHS policies and procedures. Comply with all relevant Institute WHS policies and procedures. Take reasonable care to maintain your own health and safety and that of others. Actively participate in making the Institute a safe and healthy workplace through communication and consultation processes

YOUR PROFILE

Skills/Qualifications/Experience	Capabilities
<p>Essential:</p> <ul style="list-style-type: none"> Minimum of 4 years’ experience in project management, studio management or equivalent Proven experience within Marketing, Advertising, or a similar creative field. Superior and proven project management skills Experience managing resources, juggling multiple projects, responsibilities and deadlines whilst reporting directly to senior/executive level staff. Proven ability to estimate design projects accurately and fairly, from business cards to TVC’s. Experience using project management software and evidence of proficiency. Ability to multitask and work in deadline-oriented environments. A strong knowledge of the design and production process is critical. Exceptional attention to detail. Advanced analytical interpretation & problem-solving. <p>Desirable:</p> <ul style="list-style-type: none"> Experience working client side with fundraisers is desirable, but not essential Connected in the industry to source freelancers/contractors and new suppliers. 	<p>Capabilities are the knowledge, skills and abilities required to succeed in this role.</p> <ul style="list-style-type: none"> Creativity – innovative and apply resources in new ways Emotional intelligence – understand other’s emotions and experiences Teaming – collaborate effectively across organisational boundaries Critical thinking – analyse, evaluate, and reconstruct information Adaptive thinking – recognise new patterns and apply patterns in new contexts Communication – ability to communicate both in written and verbal forms.

NOTE: It is not the intention of the Position Profile to limit the scope, outcome, or activities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.