**Position Description**

|  |  |  |
| --- | --- | --- |
| Job Title: | Screens Coordinator |  |
| Reports to: | Senior Group Business Director |  |
| Division: | Streaming, Sports & Advertising |  |
| Department: | Foxtel Media |  |
| Leader level:  Classification: | Self Leader  Award covered |

|  |  |
| --- | --- |
|  | |
| **Your impact** |
| The Screens Coordinator is responsible for managing campaigns booked on Foxtel Media’s assets from beginning to end, ensuring campaign objectives are met or exceeded resulting in exceeding revenue targets. The main responsibilities of this role include ensuring booking schedules are accurate, overseeing campaign delivery, optimisation, and post-analysis, including revenue reporting and tracking revenue against targets. The Screens Coordinator needs to demonstrate strong communication skills and have a clear understanding of Foxtel Media’s USPs, business units, internal and external stakeholders due to their regular interaction with Foxtel Media agencies and customers. |

|  |
| --- |
| **Your responsibilities** |
| * Keep track of budget pacing and optimise budget and bids towards set targets * Report and analyse early post launch campaign activities, providing actionable insights, data patterns and trends * Work with broader Foxtel Media team to ensure downstream implications are considered within campaign execution * Ensure booking schedules are accurate * Coordinate data generation and reporting - revenue dashboard, Nielsen share reporting, TVBS, GAM and manage accurate forecasts and revenue reporting, tracking revenue against targets. * Contributes to and makes suggestions for process improvement activities * Managed the day-to-day relationship with the advertising agencies and internal stakeholders. * Establishes relationships and credibility with relevant stakeholders. * Analyses the needs of stakeholders * Understands the market and industry in which Foxtel operates, inc. identifying risks and opportunities while ensuring compliance with regulatory obligations. |

|  |  |
| --- | --- |
| **Your experience and capability** | |
| * Administrative experience * Experience working in a fast-paced environment * Skills in prioritisation and time management * Experience in customer service or sales roles is desired * Technical understanding and capability including working knowledge of Microsoft Office suite * Excellent communication skills, both written and oral and ability to escalate to managers when required * Experience working as part of a high performing team * Experience using Landmark and TVBS is desired | |
| **Our purpose and values** | |
| Our purpose is to bring home Australia’s most valued entertainment experience.  To help us achieve this, we have a set of values to guide how we behave and operate as a business, as a team, and as individuals:  **Customer First:** We put our customer relationships first. We think customer in every decision.  **Own It:** We take on the responsibility to bring home the best value.  **Authentic:** We give people a fair go and talk straight.  **Change the Game:** We make Foxtel different, better and special.  **Win Together:** We love being the underdog that wins. Together we are an unstoppable team. | |