

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved: 13 July 2008

Position Number: 603

Classification: Australian Public Service Officer Level 4
Division: Executive and Public Programs Division
Branch: Publications and Events Branch
Local Title: Sales and Distribution Coordinator

Security Assessment: Not assessed

DUTIES

Under general direction, undertake the following tasks:

1. Undertake sales and distribution activities for National Library books and merchandise, including liaison with distributors and customers, preparation of sales material, administration of online shop activities and fulfilment of online shop orders.
2. Oversee the warehousing of books and merchandise and manage the inventory, including stock receipt and stock on consignment; and processing of invoices, write downs and write offs. Monitor National Library publications and merchandise and online shop stock levels.
3. Compile end of month inventory reports, sales reports including distributor reports, and Balanced Scorecard reports, ensuring the Library's sales and distribution reporting practices meet audit and financial requirements.
4. Participate in the annual stocktake and other stock management activities as required. Provide assistance with receipt and stock dispatch and compacting of warehouses.
5. Maintain the *National Library of Australia News* corporate mail-out list and undertake general administration including customer service enquiries, filing, emails and telephone enquiries.
6. Process staff requests for National Library publications and merchandise and provide statistics on stock usage. Ensure the National Library's statutory obligations regarding legal deposit copies are met.
7. Ensure that Workplace Diversity, Risk Management, Industrial Democracy and Occupational Health and Safety standards are maintained in the workplace.

Duties representing highest function: 1, 2 and 3
Immediate Supervisor: Executive Level 1 (PN 1557)

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SELECTION CRITERIA

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1. A proven knowledge of and experience in inventory management and stock warehousing and movement procedures, including the ability to undertake manual handling work, process and invoice orders and participate in stocktakes.
 2. A strong customer-service focus, including a demonstrated ability to liaise with external distributors, customers and suppliers.
 3. Sound written and oral communication skills including a demonstrated capacity to contribute productively to the development and implementation of sales and distribution material, policies and procedures.
 4. A demonstrated ability to undertake sales and distribution administrative tasks such as record keeping and reporting, including the provision of electronic documentation, and the maintenance of files and databases.
 5. A demonstrated ability to work independently under general direction and as part of a team, and the ability to manage workloads and priorities, to work under pressure and to meet deadlines.
 6. Knowledge of Workplace Diversity, Risk Management, Industrial Democracy and Occupational Health and Safety principles and guidelines and of their application in the workplace.
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JOB DESCRIPTION

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The National Library employs some 500 staff who specialise in a wide variety of functions ranging from information management through to marketing and system development.

The Library serves the Australian people through the maintenance and development of a comprehensive reference collection and a rich collection of material related to Australians and Australia. The Library collects a wide range of research materials and includes more than five million items ranging from traditional books and journals to more than 40,000 paintings, drawings and prints, more than 9,000 metres of manuscripts, 550,000 photographs, hundreds of thousands of maps, aerial photographs and music scores and more than 50,000 oral history recordings.

Our key challenge over the next decade is to harness the benefits of new technologies to provide the Australian community with greater access to our own extraordinary collection and the information resources of the world.

The Library recognises the important contribution its staff make towards meeting its goals and offers a satisfying and rewarding work environment. The Library values creative, innovative staff with a demonstrated commitment to excellence. We welcome diversity, including diversity of educational background and cultural heritage. Staff of the Library enjoy competitive salary rates, training and development opportunities and flexible employment conditions help staff combine work and family responsibilities.

Further information on the Library can be obtained at <http://www.nla.gov.au/>

Further details on our conditions of employment can be accessed at <http://www.nla.gov.au/nla/agreement/>

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