

# Role Description

## Inventory Officer, Gallery Shop

<b>Division/Branch/Unit</b>	Finance & Commercial/Gallery Shop
<b>Location</b>	Art Gallery Road
<b>Classification/Grade/Band</b>	Clerk 1-2
<b>Kind of Employment</b>	Ongoing
<b>ANZSCO Code</b>	741111
<b>Role Number</b>	50000167
<b>PCAT Code</b>	1119192
<b>Date of Approval</b>	3 October 2017
<b>Agency Website</b>	<a href="http://www.artgallery.nsw.gov.au/">http://www.artgallery.nsw.gov.au/</a>

### Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Planning and Environment. It is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District, and attracts around 1.3 million visitors annually.

The Gallery holds significant collections of Indigenous, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from Australian and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills and has an off-site collection store and leases a storage facility at Padstow. The Gallery employs 300 people on an annual basis and has a current effective full-time equivalent of around 200 staff. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

The Gallery is currently undergoing an expansion, which involves the construction of a new building to the north of the existing Gallery building. The new building, made up of eight pavilions which seamlessly merge with the surrounding landscape, is being designed by international architectural practice, SANAA. Expansion of the Gallery will offer a significant increase in space to display more of the Gallery's art collection and major temporary exhibitions. The expansion is being jointly funded by public and private contributions.

The new building is planned for completion in 2021 to coincide with the 150th anniversary of the Gallery's founding, and aims to double annual visitation to the Gallery, including doubling school student visits per year.

### Primary purpose of the role

Responsible for the efficient logistical management of shop merchandise, consumables, fittings and publications for the Gallery Shop and Gallery publishing program. The position holder primarily receives incoming stock, ensures its accurate registration onto the shop's database system (Ebility), correct pricing, and prepares and dispatches outgoing stock. The position holder will be required to liaise with the offsite Stores personnel in relation to the movement of stock between the onsite location and offsite storage facility. Depending on workload, flexible working across the Stores function may be required at times.

## Key accountabilities

- Receipt and distribution of all items to and from the Gallery shop using the point of sale and inventory system (Ebility).
- Efficient logistical management of shop merchandise, consumables, and fittings.
- Provide support to the Gallery's Publications program including packing and preparing of large orders for shipment nationally and internationally.
- Support the Gallery Shop staff in preparing merchandise for sale including; pricing and stock movement.
- In consultation with the Stores Supervisor in the Building Services team, the role occupant will manage the use of all the Gallery Shop's storage spaces within Art Gallery premises.
- Assist workshop and shop staff with the installation of satellite Shop fittings and stock.
- Ensure that appropriate WHS standards are met and implemented in the movement of goods and the use of equipment.
- Work collaboratively with Stores staff to ensure peaks and troughs in activity are efficiently managed and roles are backfilled when required.

## Key challenges

- Maintain and control stock securely and efficiently.
- Deliver services in line with Gallery requirements given tight and/or conflicting timeframes and the need to maintain security, control and accuracy.
- Contribute to the changing culture of the Gallery by supporting the implementation of new procedures and techniques for the safe and secure storage and distribution of goods and promote a safe workplace.

## Key relationships

Who	Why
<b>Internal</b>	
Retail Manager	Seek guidance, direction, gain support
Stores Supervisor	Support and share information, collaborating on projects and working seamlessly.
Gallery shop staff	Collaborate with colleagues to complete planning and scheduling.

## Role dimensions

### Decision making

- Schedule daily work and cyclical priorities
- Seek guidance from Retail Manager and other staff as required for longer term projects
- Respond with flexibility and resilience to multi-tiered operational programs

### Reporting line

Reports to Retail Manager

### Direct reports

n/a

### Budget/Expenditure

Nil





### Essential requirements:

1. A minimum of 2-5 years' experience in retail warehousing, inventory management, logistics and stock control.
2. Sound administrative skills including Excel and other Microsoft Office products for the completion of documentation, recording information, analysis of information and reporting.
3. Excellent communication and organizational skills.
4. A current Truck Driver's License and a NSW LO or LF Forklift License and experience using truck and forklift.
5. An understanding of retail functions in particularly invoicing, dispatch, inventory database management and competence in operating an inventory/point of sale system.
6. A demonstrated ability to work as part of a team and a history of service delivery to internal and external customers.
7. Sound knowledge of workplace health and safety and risk assessment including manual handling practices, operating equipment and vehicles.

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Foundational</b>
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	<b>Deliver Results</b>	<b>Foundational</b>
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Foundational	<ul style="list-style-type: none"> <li>• Be willing to develop and apply new skills</li> <li>• Show commitment to completing work activities effectively</li> <li>• Look for opportunities to learn from the feedback of others</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Complete own work tasks under guidance, within set budgets, timeframes and standards</li> <li>• Take the initiative to progress own work</li> <li>• Identify resources needed to complete allocated work tasks</li> <li>• Seek clarification when unsure of work tasks</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>

# Role Advertisement

## Inventory Officer, Gallery Shop

Clerk Grade 1-2

Ongoing full-time role, 35 hours/week

### Salary package

Total salary package valued at up to \$74,303 package includes salary between \$61,658 to \$67,031 plus employer's contribution to superannuation and annual leave loading.

### Role description

The Art Gallery's is currently seeking an experienced Inventory Officer for the efficient logistical management of shop merchandise, consumables, fittings and publications for the Gallery Shop and Gallery publishing program. The position holder primarily receives incoming stock, ensures its accurate registration onto the shop's database system (Ebility) and correctly prices, prepares and dispatches outgoing stock.

### What technical / soft skills you require

- A minimum of 2-5 years' experience in retail warehousing, inventory management, logistics and stock control.
- Sound administrative skills including Excel and other Microsoft Office products for the completion of documentation, recording information, analysis of information and reporting.
- Excellent communication and organizational skills.
- A current Truck Driver's License and a NSW LO or LF Forklift License and experience using truck and forklift.
- An understanding of retail functions in particularly invoicing, dispatch, inventory database management and competence in operating an inventory/point of sale system.
- A demonstrated ability to work as part of a team and a history of service delivery to internal and external customers.
- Sound knowledge of workplace health and safety and risk assessment including manual handling practices, operating equipment and vehicles.

To apply for this position, please submit a resume and brief covering letter (no longer than two pages) which addresses:

1. The reason for your interest in this role, and
2. How your skills and experience suit the role

Part of the assessment process may include additional online capability testing, skills testing or work samples in accordance with the new Government Sector Employment Act 2013, therefore you may be contacted to participate.

**Learn more:** Please review the Information Package, Role Description and How to apply for a role attached to the advertisement or for enquiries regarding this role, please contact Rebecca Allport, Retail Manager on 02 9225 1660 or email [Rebecca.Allport@ag.nsw.gov.au](mailto:Rebecca.Allport@ag.nsw.gov.au)

**Applications:** Apply online at <http://iworkfor.nsw.gov.au/> (search for 'Art Gallery' in keywords)

**Closing date for applications:** Friday, 20 October 2017