



## **Inventory/ Stock Controller Officer**

**NGA Level 3**

**Position Number 2212**

**\$ 58, 388—\$ 63, 505 per annum**

**Non-ongoing – Full-time**

### **THE POSITION**

The National Gallery is seeking an experienced Stock Control Officer to join our Retail and Visitor Experience (VE) teams. The role plays a crucial part in ensuring the success of the Gallery's Art Store. As a member of the team, you would be responsible for stock from when it arrives to site through to when it is sold to our visitors. This includes transporting stock on-site, receipting into the Inventory Management System (IMS), maintaining safe storerooms and completing regular stock accuracy checks. It is important to note that this role includes a high level of manual handling, including items over 15kg.

This position is part of the VE team and reports to the Visitor Experience and Memberships Manager. Working closely with your manager and the Retail Buyers, the Inventory/Stock Control Officer is responsible for ensuring retail stock is receipted into the IMS accurately, stored securely and safely, and ready for sale on the Art Store shop floor.

The VE team works collaboratively across the National Gallery to implement visitor-focused services and solutions, ensuring that our visitors have the best experience possible. Our Art Store provides a fantastic opportunity to engage with our visitors, while also providing a commercial revenue stream for the Gallery.

This position is a non-ongoing full-time position with the Visitor Experience team.

### **HOW TO APPLY**

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Overview of the role' and 'Our ideal candidate' information.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Further, try not to duplicate information that can be found in your CV, but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

To apply for this role please forward your application to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

### **CONTACT**

Further information about the position may be obtained by contacting Stefan Giammarco on +61 6240 6701 or [stefan.giammarco@nga.gov.au](mailto:stefan.giammarco@nga.gov.au). The Recruitment Officer may also be contacted on +61 6240 6495.

### **CLOSING DATE**

Applications **close at midnight on Wednesday, 13 April 2022**, and should be emailed to [recruitment@nga.gov.au](mailto:recruitment@nga.gov.au).

Position title	Inventory/ Stock Control Officer
Position number	2212
National Gallery level	NGA 3
Employment type	Full-time – Non-ongoing
Department	Visitor Experience
Portfolio	Marketing and Visitor Experience
Immediate supervisor	Visitor Experience and Membership Manager
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check

## **ABOUT THE GALLERY**

The National Gallery is one of Australia's leading visual arts institutions. The Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our Values include excellence, creativity, courage, respect, and accountability.

This position is part of the Visitor Experience (VE) team and reports to the Visitor Experience and Memberships Manager. Working closely with your manager and the Retail Buyers, the Inventory/Stock Control Officer is responsible for ensuring retail stock is receipted into the Inventory Management System (IMS) accurately, stored securely and safely, and ready for sale on the Art Store shop floor.

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## **WORKING AT THE GALLERY**

When you work at the National Gallery you will be exposed to some of the world's leading Australian and international art and artists. We are located in the parliamentary triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or walking or cycling around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings, and applications are encouraged from First Nations people, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

## **OVERVIEW OF THE ROLE**

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## OUR IDEAL CANDIDATE

Our ideal candidate will have previous experience working in a retail environment and using an Inventory Management System (IMS). You must operate to the highest ethical standards, demonstrating integrity in all that you do. Your willingness to learn from mistakes and be accountable for your work form part of who you are.

You like working in a team and you collaborate effectively with your colleagues. When you start a task, you like to see it through to completion with excellent attention to detail.

Your well-developed organisational skills, sound oral and written communication skills and ability to follow agreed priorities will ensure you can operate in our high tempo environment.

You will need to have a level of physical fitness to transport stock on-site, receipting into the IMS, maintaining safe storerooms and completing regular stock accuracy checks. It is important to note that this role includes a high level of manual handling, reaching, bending or squatting, pushing and/or pulling with repetitive movement including lifting items over 15kg.

## WHAT WILL YOU DO

In accordance with the APS 3 work level standards, you will have the following key responsibilities:

- Set priorities, complete allocated tasks and make decisions within defined parameters relating to Stock Control
- Contribute to the improvement of quality and efficiency in the IMS
- Work under general supervision and direction against established priorities and procedures. Exercise some autonomy about how work tasks are performed
- Make decisions within defined parameters and following established procedures and protocols
- Assist the frontline team and provide on-the-job training, and provide advice and guidance on procedural matters to a team

## WHO ARE WE LOOKING FOR

To be successful in this role you will need to demonstrate, or have the ability to develop the following

You will:

1. Maintain accurate records and files, committing to delivering quality outcomes in order to **achieve results**.
2. **Communicate clearly**, confidently presenting messages in a clear, concise manner.
3. Display good **judgement and common sense**, identifying issues that may impact on tasks.
4. **Nurture internal and external relationships**, building positive relationships with team members and key stakeholders.

5. **Commit to action** by taking responsibility for accurate completion of work and seeks assistance when required.
6. Review task performance and communicate outcomes, ensure **resources are used wisely**.

## **HOW TO APPLY**

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Overview of the role' and 'Our ideal candidate' information above.

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Further, try not to duplicate information that can be found in your CV, but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

## **Qualifications, Certifications and Registrations**

- Australian Citizenship
- Police check

## **Work, Health & Safety Obligations**

This role is required to ensure that they meet duty of care obligations as required under WHS legislation. This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business

## **Contact**

Further information about the position may be obtained by contacting Stefan Giammarco on +61 6240 6701 or [stefan.giammarco@nga.gov.au](mailto:stefan.giammarco@nga.gov.au). The Recruitment Officer may also be contacted on +61 6240 6495.

**Note:** In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.