



Position title	Logistics Officer
National Gallery level	NGA Level 3
Position number	Position No. 2105
Employment type	Ongoing/ Non-ongoing – Full-time
Department	Art Store
Portfolio	CFO and Commercial
Immediate supervisor	Art Store Coordinator
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Physically fit

ABOUT THE GALLERY

The National Gallery is one of Australia’s leading visual arts institutions. The National 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 be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

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 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 encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The Art Store offers a diverse array of unique mementos, gifts, and art books offering the visitor a shopping experience which relates back to the National Collection. Our Art Store provides a fantastic opportunity to engage with our visitors, while also providing a commercial revenue stream for the Gallery.

The National Gallery is seeking an experienced Logistics Officer to join the Art Store team. As a member of the team, you will be responsible for the end-to-end process of stock movement.

From onsite arrival, movement from the loading bay to the storeroom, unpacking and receipting into the inventory management system through to pricing and transfer to the Art Store floor for sale. This position plays a crucial part in ensuring the success of the Gallery Art Store and reports to the Art Store Coordinator.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This position is an ongoing fulltime opportunity position working within the Art Store team.

OUR IDEAL CANDIDATE

Our ideal candidate will have previous experience working in a retail or warehouse environment.

You like working in a team and 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 together with your strong oral and written communication skills and demonstrated ability to meet agreed priorities will ensure you can operate in our high tempo and ever-changing environment. Your willingness to be accountable for your work and to learn from mistakes form part of who you are.

Our ideal candidate will have experience in working with an inventory management system and computer programs such as Excel in developing inventory reports to include stock adjustments for shrinkage and damage.

You will also understand the importance of working safely and managing safe storerooms, noting that the role requires 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:

- Set priorities, complete allocated tasks and make decisions within defined parameters relating to inventory management.
- Work with the Art Store Coordinator in the planning and completion of regular stocktakes.
- Work closely with the Art Store buyers in knowing incoming merchandise delivery and receipting timelines, ensuring that the buying team has completed purchase orders and updated the inventory management system prior to merchandise arriving on site.
- Contribute to the safe warehousing, receipt of and pricing of inventory for the Art Store.
- Provide advice and guidance on procedural and inventory management to the Art Store team and be a champion for inventory management and safe working methods.

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:

- **Take responsibility for managing work projects to achieve results.** You are able to see tasks through to completion whilst committing to achieving quality outcomes and maintaining accurate records and files.

- **Show judgement, intelligence and initiative when** researching and analysing information. You can make recommendations based on evidence and identify issues that may impact on tasks and report your findings to team to enhance efficiency.
- **Commit to action** by taking personal responsibility for accurate completion of work and seeks assistance when required.

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 'Our ideal candidate' information above.

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.

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.

As part of your application process, we ask that you also complete the personal particulars form as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

To be eligible for this role you **must**

- Be an Australian Citizen and
- satisfy a police check.

Role specific qualifications certification and/or registrations include:

- Physically fit - high level of manual handling, reaching, bending, or squatting, pushing and/or pulling with repetitive movement including lifting items over 15kg.

Work, Health & Safety Obligations

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.

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.
- completing health and safety reporting in an accurate and timely manner.

Contact

Further information about the position may be obtained by contacting Rose Townsend on +61 6240 6783 or rose.townsend@nga.gov.au.