

POSITION DESCRIPTION	
Position Title: Inventory Officer	Division: Commercial & Operations
Reports To: Manager Merchandise and Retail Development	Workplace level: Level 2 during training period then upon successful completion of training will increment to level 6
Loading: Full Time	Special: Works to a roster. May be required to work an occasional weekend
Date Position Created:	Position Review date: 20 March 2015

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based organisation that includes: Sovereign Hill outdoor museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

The Department/Area

The Commercial Operations Department comprises of Retail outlets, both internal and external to the Museum, Sovereign Hill Hotel, Front Entrance, Blood on the Southern Cross (BOSC) and the Sovereign Hill Inventory Store and Warehouse.

ORGANISATIONAL CHARTER

Purpose

Our purpose when representing Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do towards our colleagues, our visitors, and all with whom we do business; we will respect each other's dignity and right to privacy; and respect the assets we share in doing our jobs.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums, including respect for the tangible and intangible heritage we collect, research and interpret; for the primary role of museums as places of lifelong learning; and as individuals, work to help and support colleagues, work diligently to complete tasks, and at all times act honestly.

Responsibility

We will be a socially and environmentally responsible business and employer, and a vital partner in the development of our region; and as individuals, take responsibility for our actions and ensure our decision-making is objective, consistent and complies with policy and legislation.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The Inventory Officer is responsible for the organisation of internal stock control and central store based products.

DIRECT REPORTS
<ul style="list-style-type: none"> • N/A

WORKS CLOSELY WITH
<ul style="list-style-type: none"> • Manager Merchandise & Retail Development • Merchandise Coordinator • Retail Staff • Storeperson • Delaware North Australia

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Inventory	<ul style="list-style-type: none"> • Organisation of all internal stock control including: <ul style="list-style-type: none"> • Stock receipt, including unpacking, quality control and pricing of all deliveries • Store to store transfers • Distribution of stock to all Sovereign Hill sales locations • School orders • Wholesale orders • Online sales and Sovereign Hill email enquiries • Processing of all hampers sales and preparations for Christmas hamper ranging • BOMing of necessary products • Ensure adequate quantities of all central store based products and BOMmed items are in all Sovereign Hill shops as necessary • Organise stocktakes and finalise stocktake reports • Work with the Merchandise Coordinator to help ensure integrity and accuracy of computer stock control systems • Drive company vehicles to offsite retail locations as required • Undertake other projects and tasks as required • Support Merchandise Coordinator as required
Teamwork	<ul style="list-style-type: none"> • Ensure work areas are presented at optimum levels • Work Cohesively with all team members • Participate in the induction, training and mentoring of new staff members as required • Contribute to the enhancement of staff knowledge and skills
Operations	<ul style="list-style-type: none"> • Undertake the responsibility of the position to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ The Sovereign Hill Workplace Safety Rules ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in annual performance reviews, meetings and staff training and professional development as and when required • Help foster a culture which values safety as primary consideration in all activities • Wear uniform and costume in accordance with guidelines set down by The Sovereign Hill Museums Association • Perform other relevant duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Proven experience in a similar Inventory position is essential • Excellent customer service and interpersonal skills, both written and verbal • Ability to develop new systems, processes and procedures • Advanced Microsoft Office Skills • Ability to prioritise and meet deadlines • Strong attention to detail and time management • Able to work autonomously
REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with children check • Police Check • Current Australian drivers licence
OTHER
<ul style="list-style-type: none"> • Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Will Flamsteed
 Director Commercial & Operations _____ Signature _____ Date of approval

Mark Karlovic
 Head People, Performance & Legal _____ Signature _____ Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

_____ Employee Name _____ Employee Signature _____ Date