

Role Profile



Role Particulars			
Title	Subscriptions Officer	Reports to	Subscriptions Supervisor
Team	Subscription Services	Location	Brisbane
Role Purpose <i>(2-4 short sentences that describe why the role exists)</i>			
Receive, label, process, pack and count magazines and prepare for delivery to Brisbane City Council and other selected library accounts.			
Core Responsibilities <i>(Summarize in up to approx. 8 points, what the role is responsible for)</i>			
<ul style="list-style-type: none">• Processing: Work in a team engaged in the receipt of magazines from publishers via Australia Post, removing packaging, retaining mailing labels and loose inserts, applying library barcode and RFID tag to each magazine, activating RFID tag as per specification, keep titles together where possible. Attach plastic sleeve or CD wallet to magazine as per specifications. Attach branch labels.• Locating: Searching Brisbane City Council Library Management System and Serials Manager for magazine title, ISSN and issue in system and writing information (as per BCC requirements) on packing slips.• Statistics: Compile daily summary of the number of magazines that arrive each day.• Packing: On a daily basis sort magazines into branch boxes and print packing slips from Serials Manager for each branch.• Supplies: Work in a team to manage supply of stock including customer supplied RFID and barcodes as well as blank labels and packing material• Team: Work in a team, contribute to team meetings and with direction assisting where necessary			

Qualifications and Experience <i>(What are some of the essential and desirable skills and expertise required)</i>			
Essential High level of attention to detail in the use and entry of data Demonstrated capacity to meet throughput quotas Demonstrated ability to work in a small team Good verbal and written communication skills Ability to work collaboratively, willing to lend a helping hand Demonstrated clerical experience in data entry Willingness to meet deadlines and keep a tidy workplace Ability to unpack and pack small parcels Basic Excel skills		Desirable Desirable: Library Technician qualification or equivalent experience Desirable: Experience using a library management system	
Role Dimensions <i>(Indicate the scope and scale of the role)</i>			
Direct Reports		Indirect Reports	
Other <i>(Indicate scope through revenue, financials etc)</i> <i>The productivity target for the Processing tasks is for each person to accurately process 45 magazines per hour when engaged in this process</i> <i>The productivity target for the Accessioning tasks is for each person to accurately accession 15 magazines per hour when engaged in this process</i> <i>The productivity target for the overall service is to complete all incoming magazines within the same week of arrival. This is a team target.</i>			
Additional Information <i>(Any other relevant information e.g. travel, shift or out of hours duty, etc)</i>			

Date completed/last revised: 13 March 2019

Approved by (title): General Manager