

COPYRIGHTAGENCY

RIGHTS DATA & LOGISTICS OFFICER

- Work in a data-driven organisation
- Located in the Sydney CBD
- 12-month contract

About the role

We are seeking a detail-oriented person to join our data team for the next 12 months to fill the void left by an internal secondment. The Rights Data & Logistics Officer is required to maintain and uphold the integrity of our core asset, the works and rights database. This position is responsible for the timely and accurate entry of data into Copyright Agency's works and rights database, and for the ongoing maintenance and update of bibliographic and copyright owner information. The role also reallocates funds and provides support to the data logistics team as required.

Duties

Some of the typical duties expected of this role include:

- Delivery of 100% of agreed schedules on time
- Registration of works, data processing, terms and conditions, end-to-end integrity checks, and data cleansing
- Ensuring quality assurance is met with less than 2% misallocations per year
- Redistribution of unclaimed payments within agreed timeframes
- Improvement of unclaimed workflow by championing change and clarity and demonstrating process improvement
- Preparing, scanning and validating usage records
- Importing/exporting data as per agreed schedule with 99% processing accuracy
- Active participation in departmental and cross functional meetings and initiatives
- Contributing to the upkeep of data processes and documentation

About you

You will possess experience or interest in library services or similar. You will be an advanced Excel operator, and have experience working with large quantities of complex data and numbers. Previous exposure to knowledge management software will be highly regarded. You can use a large variety of research tools and deliver tasks to a strict timeline. Exceptional attention to detail and the ability to follow complex procedural and policy documentation is a must. You are an innovative individual, able to identify and implement process improvements. An understanding and commitment to first class service is required. You can work autonomously and collaboratively, and take accountability for all aspects of your work. You are efficient, organised and responsive with a thirst for learning.

About us

The Copyright Agency is an Australian not-for-profit organisation that represents over 40,000 members across the publishing, media, visual arts, education and surveying sectors. We license copyright material so organisations can legally reuse content created by others, and be confident that creators are being compensated fairly for their work. We also manage the Resale Royalty Scheme for artists. The Copyright Agency's Cultural Fund provides grants to organisations and individuals to help enrich Australia's cultural life.

www.copyright.com.au

How to apply

Please email your resume and a covering letter addressing the criteria in the 'About you' section to recruitment@copyright.com.au by **Friday, 24 August 2018**. Applications that fail to address the criteria in a covering letter will not be accepted.

All applications will be treated with the strictest of confidence.

Copyright Agency encourages applications from Aboriginal and Torres Strait Islander people.

To be eligible to apply you must have an appropriate Australian or New Zealand work visa.

Only successful applicants will be contacted.