THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an **outstanding track-record** in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Organisational Environment**

The University of Queensland Press (UQP) was established in 1948 and is one of Australia’s oldest and most respected publishing houses. UQP enhances the success of the University of Queensland by its innovative philosophy and commitment to producing books of high quality and cultural significance. UQP books and authors have received national and international recognition through literary prizes, rights sales and writers’ festivals. We publish print and e-books across a range of subjects, from literary fiction, general non-fiction and poetry, to children’s and young adult books.

Information about University of Queensland Press may be accessed online.

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

**DUTY STATEMENT**

**Primary Purpose of Position**

To provide sales and distribution leadership for the timely and widespread availability of UQP titles. This role will work closely with UQP’s partners for sales, warehousing and distribution to coordinate the location, movement and provision of UQP titles and assets; the UQP Marketing and Publicity team; and the UQP Publishing team.

**Duties**

Duties and responsibilities include, but are not limited to:

**Sales**

- Developing efficient and profitable outcomes with third party partners for sales, warehousing and distribution
- Managing business relationships with third party sales teams to maximise revenue for UQP books
- Direct liaison with booksellers and key accounts (if needed) to maximise sales
- Identifying opportunities to maximise sales of UQP books
- Ensure up-to-date information on stock for third party warehouse and distribution
- Responding to general sales enquiries and overseeing local, author and e-commerce orders to ensure timely and effective customer service
- Working closely with the Marketing and Publicity team to determine POS collateral
- Sales data analysis and regular sales reporting for Director, UQP and the broader UQP team
- Updating and maintaining UQP title information and metadata (working across Biblio, IPG, Booknet, Bookmaster, Title Page, Bookscan).
Inventory and distribution

- Working closely with the Marketing and Publicity team to ensure that front list titles are delivered and dispatched in a timely fashion (e.g. mailouts to sales reps and review copies)
- Liaising with local and overseas printers and distributors to ensure timely delivery of UQP books into third party warehouses and/or UQP’s on-site stockroom.
- With support from the Communications Assistant:
  i. Monitoring warehouse and local stock inventory for effective sales and distribution of UQP books, including annual stocktake
  ii. Maintaining UQP stockroom to ensure timely invoicing, processing and distribution of direct book sales (including postage, freight and transport)
  iii. Coordinating distribution and dispatch of titles from UQP stockroom
- Work closely and in consultation with other departments of UQP including Publishing and Editorial
- Any other duties as reasonably directed by your supervisor

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Director, UQ Press
SELECTION CRITERIA

- Qualifications equivalent to an undergraduate degree, or an equivalent combination of relevant experience and/or education/training.
- Goal-oriented, externally focussed
- Ability to provide high quality customer-focused service to clients
- Proven level of oral and written communication skills
- Demonstrated customer service experience in a retail book environment, and/or experience in book sales or stock management environment
- Strong analytical skills
- Completion of a relevant degree or an equivalent combination of relevant experience and/or education/training
- Capacity to work autonomously with minimal supervision

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.