



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	SALES CONSULTANT AND RESEARCHER, LIBRARY SALES
Position no:	50014759
Team:	[ABC Commercial]
Department:	Library Sales
Location:	Ultimo
Reports to:	MANAGER LIBRARY SALES 50014755
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 4-5]
HR Endorsement:	25/01/2024

Purpose

Contribute to the achievement of annual sales revenue targets for designated clients and projects by building of strong relationships and coordinating the process of locating, delivering and licensing ABC content.

Key Accountabilities

- Contribute to the achievement of annual sales revenue targets for designated content, clients and projects by licensing footage, transcripts, still images, video and audio programs and segments, and any other archival/library items owned or represented by the ABC. Coordinate non-theatrical supply ensuring underlying rights in content are cleared,
- Under general direction of the Manager Library Sales, undertake moderately complex work, which includes
 - Quoting licence fees, preparing licence agreements, raising invoices and processing payments;
 - Collaborating with researchers and service delivery to fully satisfy customer and sale requirements;
 - Undertaking moderately complex research assignments as required;

- Liaising and negotiating with clients to maximise revenue generation and license accordingly; and
- Ensuring copyright clearances, residual payments, re-versioning and royalty reporting are completed so that content can be sold as required.
- Support the Manager Library Sales with developing and maintaining existing and potential client relationships to ensure annual sales revenue targets are achieved.
- In collaboration with the Manager Library Sales, coordinate business development through appropriate marketing and promotional activities.
- Maintain sales database entries and accurate record-keeping for sales purposes to ensure appropriate information is captured as required.
- Contribute ideas to the Library Sales business and to ABC Archives collections to support the maximisation of revenue generation.
- Provide administrative assistance to Library Sales and contribute ideas towards the streamlining of workflows and business processes.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Relevant tertiary qualifications or equivalent skills, knowledge and experience.
2. Demonstrated sound research, sales and negotiation skills.
3. Working knowledge of copyright, licensing process and digital formats.
4. Accomplished communication and interpersonal skills with the ability to maintain strong client focus and foster external client relationships.
5. Excellent problem-solving and time management skills with the ability to define and solve moderately complex problems relevant to the work area and manage priorities within tight deadlines.
6. Demonstrated experience in preparing business reports accurately, maintaining records of negotiations and transactions, and using a range of PC applications.
7. Experience in content/archive/library sales and licensing is highly desirable.
8. Knowledge of ABC content across all platforms is desirable.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

