

Job Profile

Position Title:	Distribution Officer
Department	Member Services
Immediate Supervisor:	Royalty Distribution Manager
Load:	3 days per week
Salary:	\$50,000 - \$55,000 (pro rata, plus super)
Term:	12 month contract

Role Summary

The Distribution Officer is a key member of the small Royalty Distribution team who are responsible for the administration of copyright usage records and member registrations of film and television content ownership. These records are managed to enable accurate and timely royalty payments within our bespoke FileMaker Pro database.

Key accountabilities:

- Conduct research of film and television programs to identify potential copyright owners, and create leads to royalties for members/prospective members as appropriate.
- Review new and updated member registration data to identify points of inaccuracy or inconsistency in accordance with Screenrights' policy and take action to resolve relevant issues.
- Research reported instances of licensed film and television content copying and/or communication, and link these uses with member registrations in a timely and efficient way to enable accurate royalty payments and meet enterprise targets.
- Review member registrations to identify and process multiple claims to the same program and merge where a conclusive match is identified.
- Diagnose and correct data errors and inconsistencies within registration information.
- Efficient management of databases and database information.
- Meet targets and workplans to support broader Member Services team goals and organisational objectives.
- Perform other duties as reasonably requested.

Required knowledge, skills & experience

- Experience working within relational databases
- Sound research, analytical and problem-solving skills
- Intermediate Excel skills and experience with data analysis
- Superior attention to detail
- Capacity to identify patterns in large data sets
- Strong interpersonal and collaborative skills
- Ability to set and meet goals, and work within a flexible workplan
- Ability to multi-task with various projects
- Creative thinking, solution focused

Desirable knowledge, skills & experience

- Ability to communicate complex processes in written and verbal form
- Demonstrated ability to interact with various workgroups across an organisation
- An understanding of copyright and royalties would be advantageous
- Experience with FileMaker database platform
- Ability to identify system gaps and develop processes to enhance system efficiency

SCREENRIGHTS' SUCCESS BEHAVIOURS

Be a leader

Leadership

- Has a passion for their work and has a positive, approachable demeanour
- Is independent
- Proactively takes on tasks and delivers according to results
- Aligns their activity to the team / business goals
- Seeks to understand others and manages their own behaviour in order to effectively work together.
- Demonstrates empathy and a respect for the style of others and is able to work flexibly to achieve a good outcome for all

Make things better*Innovate & renovate*

- Seeks out and listens to the input of others to broaden own perspective and applies that broader perspective determining appropriate incremental changes and improvements within the tasks in their role
- Proactively looks for continuous improvement in own role. Makes recommendations about tasks or process improvement
- Seeks and is open to change to enhance / improve a system or outcome and actively implements initiative within their role to achieve the change
- Openly contributes ideas to discussions where change (large / small) is on the agenda so that the team benefits from all ideas and understands and can manage concerns proactively

Work with others*Teamwork & collaboration*

- Actively listens to other points of view within the team and takes these into consideration within their role
- Interprets and applies information, gained via consultation, to making better decisions or being more effective / efficient in tasks within their role
- Works co-operatively with the team by preparing for and contributing to meetings and offering to assist others without being prompted
- Seeks opportunities to be involved in activities within the team

Share what you know*Communication*

- Constructs clear and meaningful communication; verbally and in writing
- Provides accurate information with appropriate details and evidence to ensure understanding and consistency
- Participates actively in meetings – asks questions and provides updates on tasks / activities
- Selects the appropriate channel of communication – phone, email, face to face – to enhance understanding and action from all parties.
- Proactively and professionally communicates via telephone, email and face to face
- Asks questions to understand another perspective

Own the outcome*Solution focused*

- Identifies who our members are and the demographics in which they operate so that respect and professionalism can be maintained throughout all communication
- Identifies our products and services and makes relevant decisions relating to these within my role
- Is informed of the Australian market and the general implications for members and stakeholders to make effective decisions within my role
- Respectfully asks questions to gain insight and to drive a better outcome

Do what you say

Accountability & reliability

- Plans work / tasks within their role in an accurate, timely and systematic manner
- Manages own priorities and workload to ensure expectations and deadlines are met
- Takes ownership of own task completion, takes responsibility for following up queries to make sure an appropriate conclusion is achieved
- Communicates early and clearly if tasks will not meet expectations
- Works early and proactively with others where they have a role in assisting with task completion