

POSITION DESCRIPTION – CONTENT PROCUREMENT SPECIALIST

Position Number	P0010
Position Title	Content Procurement Specialist
Reports to	Director, Content Procurement
Number of positions that report to this position	0
Date of last review	6 November 2024
Date approved	6 December 2024
Approved by	CEO

PURPOSE STATEMENT

The CAUL Content Procurement Specialist is a key role in the CAUL National Office working with the CAUL Procurement team to support the development, review and achievement of favourable sector level content procurement services for members of the CAUL Consortium. The CAUL Content Procurement Specialist works proactively to ensure that all services are administered efficiently as part of CAUL’s commitment to delivering increased value to Members with a focus on value for money, collaborative, market based decisions, as well as probity and transparency of process.

Reporting directly to the Director, Content Procurement, the Content Procurement Specialist will undertake a range of duties related to the development, management and monitoring of contracts including engaging proactively with a broad range of stakeholders, vendor relationship management, negotiation, licensing, and administration, while seeking to continually improve consortium processes.

The role also provides direct support to facilitating CAUL’s growing open access agreements and is responsible for high level secretariat support to the CAUL Content Procurement Committee and working groups that specifically support the strategic objectives of CAUL Procurement.

Travel both interstate and overseas may be required.

KEY ACCOUNTABILITIES

- Build and manage productive relationships with vendors/suppliers to achieve best outcomes for members and to ensure responsiveness to member needs
- Provide high level secretariat support for the CAUL Content Procurement Committee and CAUL Procurement working groups and coordinate a range of in person and online meetings and events
- Administer renewals and open access contracts including analysing and recording licences for terms of use, rights and restrictions

- Review, benchmark and evaluate contracts across procurement life cycle
- Administer all aspects of the renewal process, including invoicing
- Support and enhance negotiations with publishers both face to face and through written communication
- Maintain timely, transparent and courteous communication with member libraries by providing first port of call enquiry service relating to content offers; provide technical advice and expert training in the use of ConsortiaManager to members
- Respond to content vendor queries and provide advice relating to content offers as concerning individual members, including through webinars with publishers/vendors
- Craft and maintain Consortium information on the CAUL website including updating and maintaining currency of open access agreement libguides
- Perform other duties as required, consistent with the level and nature of the position and in line with the principle of multi-skilling across a small but highly interconnected team

SELECTION CRITERIA

1. Tertiary qualifications in Information Management or equivalent skills in publishing or related industries.
2. Proven experience in procurement or a willingness to learn all facets of the electronic resources procurement life cycle.
3. Working knowledge of legal and regulatory issues associated with licencing and copyright.
4. Awareness of international trends in publishing and scholarly communication and the implications for acquisitions policies in higher education institutions
5. Self-starter with excellent interpersonal skills with the ability to exercise initiative and contribute proactively to team culture.
6. Experience liaising with a broad range of stakeholders and effectively representing their unit or organisation.
7. Ability to create and produce high level presentations, plans and reports
8. Demonstrated high level organisational and time management skills combined with an ability to prioritise, meet deadlines and problem solve
9. Champions continuous improvement of business processes and workflows.