



## Content Procurement Specialist (0.5 FTE contract)

### Council of Australian University Librarians (CAUL)

CAUL is seeking to appoint a highly motivated and enthusiastic individual to the position of Content Procurement Specialist in the CAUL National Office. As CAUL operates a connected virtual office, this presents a great opportunity to work from home within Australia and to work flexibly across the week. The ideal candidate will enjoy variety, be digitally dexterous, able to operate in a fast paced environment and importantly, will be respectful of the [CAUL Values](#).

[The Council of Australian University Librarians Inc. \(CAUL\)](#) is the peak leadership organisation for university libraries in Australia and New Zealand. CAUL Members are the University Librarians or equivalent of the 39 institutions that have representation on Universities Australia (UA), and the University Librarians or equivalent of the New Zealand University Librarians (CONZUL).

The Content Procurement Specialist will support the highly regarded [CAUL Content Procurement Service](#). Reporting directly to the Director, Content Procurement, the Content Procurement Specialist will undertake a range of procurement focussed activities to drive value for CAUL membership libraries as well as supporting a range of events coordinated by the National Office including the CAUL exhibition events in major capital cities and the CAUL Council Meeting in November 2024, in Auckland.

**Key accountabilities and selection criteria are available in the position description.**

This role is offered initially as a contract until the end of 2024 working 18 hours per week. Remuneration for this position comprises salary of **\$ 81 000 plus super (pro rata)**. Operating a virtual office enables a family friendly approach and supports a healthy work/life balance. The Position Description is included below. To find out more about the position and working for CAUL, please contact:

Angus Cook, Director, Content Procurement

[Angus.cook@caul.edu.au](mailto:Angus.cook@caul.edu.au) (0) 492 879 637

Applications are invited from Australian citizens or permanent residents residing within Australia. Please include a cover letter, and statement of suitability **addressing the selection criteria 1, 2, 6 and 9 (no more than 2 pages)** along with a current resume/CV including details of three referees.

Applications should be submitted via [the online application form](#) by 5pm AEST on **Wednesday 21 February 2024**.

## POSITION DESCRIPTION – CONTENT PROCUREMENT SPECIALIST

<b>Position Number</b>	P0010
<b>Position Title</b>	Content Procurement Specialist
<b>Reports to</b>	Director, Content Procurement
<b>Number of positions that report to this position</b>	0
<b>Date of last review</b>	8 January 2024
<b>Date approved</b>	29 January 2024
<b>Approved by</b>	Executive Director and CAUL Board

### PURPOSE STATEMENT

The CAUL Content Procurement Specialist is a key role in the CAUL National Office working closely 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 negotiated and remain relevant to the needs of 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, administration, and the effective utilisation and optimisation of the Consortia Manager application.

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.

### KEY ACCOUNTABILITIES

- Build and manage productive relationships with vendors/suppliers to achieve best outcomes for members and to ensure responsiveness to member needs
- Schedule and coordinate a range of in person and online meetings and events including providing high level secretariat services to the Content Procurement Committee and CAUL Procurement Working Groups
- Administer renewals and open access contracts including analysing and recording licences for terms of use, rights and restrictions, prepare and publish offers via

Consortia Manager, review, benchmark and evaluate contracts across procurement life cycle

- 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