

## Director, Strategy & Analytics (maternity leave contract)

### Council of Australian University Librarians (CAUL)

CAUL is seeking to appoint a highly motivated and qualified individual to the position of Director, Strategy & Analytics in the CAUL National Office. As CAUL operates a connected virtual office, this presents a great opportunity to work from home within Australia and engage with a variety of stakeholders across Australia and New Zealand.

[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 eight institutions that have representation on Universities New Zealand (UNZ) and which form the Council of New Zealand University Librarians (CONZUL).

The Director, Strategy & Analytics plays a key leadership role within the high performing CAUL National Office, is pivotal in coordinating the development and implementation of CAUL's strategic objectives, and is key to the successful delivery of CAUL's programs and services including the Analytics Service and the Professional Learning Service.

With the recent launch of the [CAUL Strategy 2023-2025](#), this is an exciting time to join CAUL and offers a rare opportunity to shape and contribute to sector wide initiatives, to support connection and collaboration across CAUL Member institutions and to apply innovation and creativity to drive value to CAUL Members and Member institution staff. The position operates with a high degree of autonomy under the broad direction of the Executive Director and works closely with the CAUL Board members designated with oversight of CAUL's articulated strategic programs and services.

CAUL is looking for someone ideally with a background in the higher education, research or library and information sectors, with strong interpersonal, presentation, analytical and strategic thinking skills, demonstrated experience in successful program and service delivery, and proficiency in the effective management, evaluation and interpretation of statistics, data and analytics. The ideal candidate will be digitally dexterous, able to operate with agility in a fast paced and complex environment and importantly, will be respectful of the [CAUL Values](#).

This role is offered as a maternity leave contract from June 2023 – July 2024. Remuneration for this fulltime position comprises salary and generous superannuation of 17%. 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:

Jane Angel, Executive Director, CAUL

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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 (no more than 3 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 **Friday 21 April 2023**.

<b>Position Number</b>	P003
<b>Position Title</b>	Director, Strategy & Analytics
<b>Reports to</b>	Executive Director
<b>Number of positions that report to this position</b>	1
<b>Date of last review</b>	20 March 2023
<b>Date approved</b>	24 March 2023
<b>Approved by</b>	Executive Director and CAUL Board

## POSITION DESCRIPTION – DIRECTOR, STRATEGY & ANALYTICS

### PURPOSE STATEMENT

The Director, Strategy & Analytics plays a pivotal role in coordinating the development and implementation of strategy and the achievement of CAUL’s strategic objectives as determined by the Council and Board.

The position operates with a high degree of autonomy under the broad direction of the Executive Director and works closely with the CAUL Board members designated with oversight of CAUL’s articulated strategic programs (program directors) and services.

The Director, Strategy & Analytics leads the statistics, data and analytics functions that underpin strategy development, advocacy, and sector-level services. The position also provides coordinated leadership and oversight of CAUL’s communities of practice and their alignment with strategy.

The position is part of the National Office leadership team, works collaboratively with the Director, Content Procurement, particularly with regard to open scholarship and supervises the work of the Open Education Resources Project Officer. The Director, Strategy & Analytics is supported by other staff in the CAUL National Office as required.

### KEY ACCOUNTABILITIES

#### Strategy Development & Implementation

- In conjunction with the Executive Director, coordinate CAUL’s strategic planning cycle with the involvement of Council Members in planning workshops
- Lead the development and articulation of new or revised strategic plans arising from planning workshops
- In conjunction with the Executive Director and the CAUL Board, review CAUL’s strategic priorities annually and produce recommendations
- Work with relevant CAUL Board members, the Executive Director and other stakeholders as necessary to gather and review information and data relevant to the achievement of identified strategic objectives
- Undertake analysis of data as required to inform the development of approaches to strategy formulation
- Write papers or proposals to turn ideas and targets into achievable outcomes

- Liaise with external stakeholders and consultants as required to ensure optimal development of strategy
- Promote strategic relationships between stakeholders to ensure effective implementation of strategy
- Map out the implementation of strategy with measurable milestones and set metrics to ensure achievement of goals
- Oversee implementation of programs of work designed to achieve the objectives of strategic programs and services
- Undertake reviews to determine the success of strategic outcomes

#### **Statistics, Data & Analytics**

- Lead the CAUL Analytics service including management of the CAUL Statistics data collection and presentation
- Drive data quality, structure and overall analytics for CAUL sector-level services, strategic programs and advocacy
- Provide expert analysis and advice to the Executive Director, Board members and others as required
- Generate insights from data, build dashboards for the Board and Member institution staff and contribute data insights for reports, proposals and other papers
- Develop analytical roadmaps, using analytics to map strategy
- Provide timely trend analysis drawing from a variety of statistical and data sources, both quantitative and qualitative
- Oversee the conducting of CAUL-initiated surveys and mechanisms for gathering data, both quantitative and qualitative
- Lead the CAUL Analytics service including management of the CAUL Statistics data collection and presentation

#### **Strategic Program Support**

- Provide coordinated support across CAUL's strategic programs covering topics and areas of focus ranging from research and scholarly communications to teaching and learning in higher education, digital strategy and the library and information sector more broadly
- Assist program directors with translating strategic themes into program objectives and setting up project teams and project documentation to progress to program outcomes
- Conceive and facilitate events that extrapolate strategic aims and promote knowledge sharing including sector level services and professional development
- Cross-pollinate insights from analyses and research to enhance the quality of all program outcomes and to support advocacy
- Provide thought leadership in conjunction with program directors, committee chairs, CoP leads and others as required
- Provide project management support for the various projects as required to carry out work within strategic programs
- Ensure project and program documentation is properly recorded and archived for future reference and that final project reports are accessible to a variety of audiences as appropriate

#### **Communities of Practice**

- As a secondary priority, oversee CAUL's communities of practice (CoPs) across a variety of areas such as library value and impact, digital dexterity, research support and repositories

- Ensure cohesive coordination of the activities of the various CoPs and their alignment with strategy
- Provide support for designated CAUL Leads in areas where there is no CoP, such as the CAUL Lead for Copyright Advocacy

Perform other duties as required, consistent with the level and nature of the position and in line with the principle of multi-skilling.

#### **SELECTION CRITERIA**

1. Relevant postgraduate qualifications, demonstrated management and administrative expertise and extensive experience in a complex environment OR an equivalent combination of experience, expertise and training.
2. Proven ability to contribute to the leadership and goal setting of a team, including proficient development and mentoring of staff and the ability to work collaboratively and motivate others in a distributed setting.
3. Demonstrated knowledge of the higher education and research sectors with the ability to provide leadership on strategy across the spectrum of learning, teaching, research and related areas.
4. Demonstrated excellent written, oral and interpersonal skills, including strong negotiation and influencing skills, the ability to establish and maintain professional working relationships with diverse stakeholders, and the ability to present complex information to a variety of stakeholders in writing and orally.
5. Demonstrated ability to think strategically, process complex information, anticipate, challenge, interpret, synthesise and present clear conclusions and recommendations to senior stakeholders.
6. Relevant experience with or the aptitude to learn data analytics with excellent problem-solving, analytical and decision-making skills.
7. High level initiative, judgement, and the ability to prioritise workload and meet deadlines in a fast-paced working environment.

Desirable:

1. Demonstrated proficiency in spread-sheeting and/or business intelligence and data visualisation tools.