

Director, Strategy & Analytics Council of Australian University Librarians (CAUL)

CAUL is seeking to appoint a highly motivated individual to the newly established 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](#) (CAUL) is the peak leadership organisation for university libraries in Australia. CAUL members are the University Librarians or equivalent of the 39 institutions that have representation on Universities Australia and the 8 members of the Council of New Zealand University Librarians (CONZUL).

The Director, Strategy & Analytics will play a pivotal role in managing 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). These programs currently cover the following significant areas: Advancing Open Scholarship, Enabling a Modern Curriculum, Respecting Indigenous Knowledge and Inspiring Sustainability.

The Director, Strategy & Analytics leads the statistics, data and analytics functions that underpin strategy development, advocacy and sector-level services, including Content Procurement Services. As a secondary priority, the position also provides coordinated leadership and oversight of CAUL's communities of practice and their alignment with strategy. The position works collaboratively with the Director, Content Procurement particularly with regard to open scholarship and is supported by other staff in the CAUL National Office as required.

CAUL is looking for someone ideally with a background in the higher education, research or library and information sectors with a deep understanding of strategy development, substantial experience in strategy implementation as well as high level analytical skills and experience providing expert analysis and advice to senior executive leaders.

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:

Mark Sutherland - Executive Director, CAUL
mark.sutherland@caul.edu.au 0410 036 425

Applications are invited from Australian citizens or permanent residents residing within Australia. Please include a cover letter, statement addressing the selection criteria (no more than 3 pages) and a current resume/CV including details of three referees. Applications should be submitted by email to mark.sutherland@caul.edu.au by 8pm AEDT on **Wednesday 20 January 2021**.

Position Number	P003
Position Title	Director, Strategy & Analytics
Reports to	Executive Director
Number of positions that report to this position	0
Date of last review	August 2020
Date approved	9 September 2020
Approved by	Executive Director and CAUL Board

POSITION DESCRIPTION – DIRECTOR, STRATEGY & ANALYTICS

PURPOSE STATEMENT

The Director, Strategy & Analytics plays a pivotal role in managing 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).

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 works collaboratively with the Director, Content Procurement particularly with regard to open scholarship and 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
- Undertake reviews to determine the success of strategic outcomes

Statistics, Data & Analytics

- Oversee the CAUL Statistics Service – a comprehensive sector-level service for academic libraries in Australia and New Zealand
- 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 contribute data insights for reports, proposals and other papers
- Drive data quality, structure and overall analytics for CAUL sector-level services, strategic programs and advocacy
- 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
- Work with the Director, Content Procurement to lead statistical analysis and modelling for the development of suitable pricing models for transformative and other agreements

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
- 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. 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
3. Demonstrated excellent written, oral and interpersonal skills, including strong negotiation and influencing skills and the ability to establish and maintain professional working relationships
4. Demonstrated ability to think strategically, process complex information, anticipate, challenge and interpret, tie threads across related areas and present clear conclusions and recommendations
5. Demonstrated public speaking skills to clearly articulate CAUL's strategy and make regular presentations to members and other stakeholders
6. Relevant experience in data analytics, business intelligence or a related field with excellent problem solving skills, analytical and decision-making skills
7. Demonstrated advanced proficiency in spread-sheeting and analytics or business intelligence and data visualisation tools

The CAUL National Office is a high performing, connected team supporting the CAUL Board, and the Council membership more broadly, in the pursuit of CAUL's strategic goals and its operations. The Board sets the national agenda for academic libraries in Australia and the National Office exists to support carrying out the agenda. In doing so, the National Office team values the following:

- Optimal **openness and transparency** in all dealings: with each other, with our Board, with members and stakeholders
- **Empowerment** in carrying out our work: especially in the context of the connected virtual office with self-management a key attribute of team members
- **Responsiveness** to the Board, our members, stakeholders and vendors
- Reciprocal **respect and collegial support** in achieving goals: working with each other, our Board, members and stakeholders
- Delivery of **high quality services** through effective management of Board and member expectations