



Associate Director, Content Procurement Council of Australian University Librarians (CAUL)

CAUL is seeking to appoint a suitably qualified and experienced individual to the new position of Associate Director, Content Procurement 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 8 institutions that have representation on Universities New Zealand (UNZ) and which form the Council of New Zealand University Librarians (CONZUL), a committee of UNZ.

The Associate Director, Content Procurement will support the CAUL Content Procurement Service for the effective delivery of sector-level content procurement services with a primary focus on Open Access agreements. The role carries out essential high-level tasks supporting negotiations and agreements with key content providers. Role functions include data analysis, license review, communications and implementation. The focus is on CAUL's largest key agreements with the aim of migrating CAUL's most significant content agreements to Open Access.

The position will work closely with and provide direct support for the Director, Content Procurement in conjunction with other CAUL National Office team members. In particular, the position works with the Director, Strategy & Analytics and the role will have input into CAUL's current and future programs related to open scholarship and/or open science more generally. The role is supported by staff of the CAUL National Office in relation to finance, administration, and communications.

CAUL is looking for someone ideally with a background in the higher education, research, publishing, or library and information sectors with a deep understanding and appropriate experience in procurement of scholarly content, research support and scholarly communications services as well as data analytics and evidence-based practice.

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:

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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 **Monday 25 July 2022**.

Position Number	P007
Position Title	Associate Director, Content Procurement
Reports to	Director, Content Procurement
Number of positions that report to this position	0
Date of last review	16 June 2022
Date approved	24 June 2022
Approved by	Executive Director

POSITION DESCRIPTION – Associate Director, Content Procurement

PURPOSE STATEMENT

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Although the primary focus of this role is on CAUL's most significant opportunities for Open Access agreements, support and involvement across all procurement activities may be required and expected during peak activity periods. In the context of a small office environment, the Associate Director, Content Procurement will be amenable to support any organisational activity required in addition to procurement tasks.

KEY ACCOUNTABILITIES

Data Collection and Analysis:

In conjunction with the Director, Strategy & Analytics and the Director, Content Procurement, the position will:

- Collate COUNTER usage reports from a variety of sources.
- Undertake usage analysis using several tools, identifying high and low value content, at consortium and individual levels
- Present data and analysis back to members using a variety of tools and interfaces
- Complete pricing analysis to support ongoing negotiations
- Collate and analyse publishing reports from vendors with potential for Open Access agreements

- Support Return on Investment negotiations on existing Open Access agreements
- Collect, process, analyse and present publishing data for Read & Publish agreements.
- Undertake business modelling including data analysis, modelling, and forecasting of preferred Open Access arrangements across a variety of business models (Read & Publish, Transformative and others) for existing and new opportunity agreements.

Negotiations for key agreements:

The position will support negotiations for key agreements:

- Schedule meetings including internal and external participants
- Participate in negotiation meetings as required
- Record meeting outcomes
- Communicate outcomes (see below)

License review:

Working with the Director, Content Procurement and others, the position will:

- Review draft licenses supplied by publishers during the negotiation period.
- Review existing licenses for major agreements, particularly Open Access agreements.
- Work with CAUL staff regarding archiving, storage and sharing of license agreements.
- Work closely with members of the ongoing License Review Project in regards to Open Access license templates.

Communication:

Working with the Director, Content Procurement and others, the position will:

- Develop and maintain communication channels, updating stakeholders on major negotiations throughout all stages of the negotiation.
- Develop and maintain supporting documentation for new and existing agreements for internal and external use.
- Develop and disseminate resources to support libraries in communicating about new and existing agreements.
- Clearly communicate to CAUL Member institutions the negotiated outcomes using a variety of channels.
- Liaise with publishers to develop clear and consistent messaging for authors and library staff.
- Schedule and participate in internal and external meetings, including a range of institutional stakeholders as required.
- Schedule and participate in webinars for member institutions providing updates on negotiations, or implementation of new agreements.
- Engage with CAUL related communities including Content Coordinators, Content Community, Transformative Agreements Implementation Community of Practice, License Review Project.
- Communicate core data-driven analysis related to open access publisher agreements, including outcomes, implementation, and long-term trajectories
- Develop conceptual and technical documentation for both novice and expert audiences to assist institutions in cascading information throughout various stakeholder groups.

Implementation:

- Liaise with vendors and other CAUL staff to populate LibGuide pages, describing new Open Access agreements.
- Update existing R&P agreements to ensure all data is current and correct.
- Collate title lists for R&P agreements and update various platforms.
- Liaise with vendors and other CAUL office staff regarding article approval platforms.

Consortium Operations:

- Maintain a high level of current awareness of library and publishing trends to ensure the Consortium is following or leading in modern procurement practices
- Support the development of strategic and tactical content procurement plans where required.

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**Essential:**

1. Relevant graduate qualifications, demonstrated administrative expertise and extensive experience in a complex environment OR an equivalent combination of experience, expertise and training
2. Demonstrated experience in the lifecycle of strategic procurement, especially open access agreements, associated contract management and high level ability to navigate complex issues
3. Demonstrated knowledge of open access models and significant achievement related to negotiated outcomes with scholarly publishers and content vendors
4. Able to act on initiative, work autonomously and to be outcome focused
5. High level numeracy, literacy, time-management and presentation skills, with strong attention to detail
6. Demonstrated ability to work to timeframes and deadlines regarding achieving negotiated outcomes, communication and implementation.
7. Demonstrated written, oral and interpersonal skills and the ability to establish and maintain professional working relationships.
8. Demonstrated proficiency in spreadsheeting and analytics and the integrated use of digital applications and web-based tools