



Executive Director Council of Australian University Librarians (CAUL)

CAUL is seeking to appoint a highly motivated individual to the position of Executive Director 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 Executive Director is the chief executive officer of CAUL and is responsible for operations, engagement, advocacy and strategy implementation aligned with the objectives of CAUL and the directions of the CAUL Board. The position effectively incorporates the roles of chief operating officer and chief financial officer for CAUL and is the primary liaison with CAUL's Public Officer who acts as the administrative contact with the incorporation regulatory body.

The Executive Director ensures effective governance and compliance with legal, fiduciary, statutory and sector regulatory requirements, with reference to the CAUL Constitution as well as policies, procedures and controls as approved by the CAUL Board. The Executive Director is the primary connection between the [CAUL Board](#) and the [CAUL National Office](#), serves as an ex officio member of the CAUL Board and reports directly to the Chair of the CAUL Board. The position manages and supervises the following positions: Director, Content Procurement; Director, Strategy & Analytics; Finance & Procurement Officer and Engagement & Administration Officer.

CAUL is looking for someone ideally with a background in the higher education, research or library and information sectors with a deep understanding and appropriate experience in governance, strategy, finance, risk management, organisational effectiveness, stakeholder engagement, advocacy and service delivery.

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:

Jill Benn, Chair of CAUL
jill.benn@uwa.edu.au +61 (0)411 770 963

Applications are invited from Australian citizens or permanent residents residing within Australia. Please include a cover letter, statement of suitability addressing the selection criteria (no more than 3 pages) and a current resume/CV including details of three referees. Applications should be submitted via the [online application form](#) by 5pm AEST on **Monday 22 August 2022**.

Position Number	P001
Position Title	Executive Director
Reports to	Chair of the CAUL Board
Number of positions that report to this position	4
Date of last review	July 2022
Date approved	9 September 2020 19 July 2022
Approved by	Chair of the CAUL Board

POSITION DESCRIPTION - EXECUTIVE DIRECTOR

PURPOSE STATEMENT

The Executive Director is the chief executive officer of CAUL and is responsible for operations, engagement, advocacy and strategy implementation aligned with the objectives of CAUL and the directions of the CAUL Board. The position effectively incorporates the roles of chief operating officer and chief financial officer for CAUL and is the primary liaison with CAUL's Public Officer who acts as the administrative contact with the incorporation regulatory body.

The Executive Director ensures effective governance and compliance with legal, fiduciary, statutory and sector regulatory requirements, with reference to the CAUL Constitution as well as policies, procedures and controls as developed by the Executive Director and approved by the CAUL Board. The Executive Director is the primary connection between the CAUL Board and the CAUL National Office, serves as an ex officio member of the CAUL Board and reports directly to the Chair of the CAUL Board.

The Executive Director oversees and manages the CAUL National Office and supervises the following positions:

- Director, Content Procurement
- Director, Strategy & Analytics
- Finance & Procurement Officer
- Engagement & Administration Officer

KEY ACCOUNTABILITIES

Governance & Strategy

- Provide secretariat services for the CAUL Board and oversee the organisation of Board and Council meetings as well as the Annual General Meeting
- Work with CAUL's Public Officer to ensure ongoing regulatory compliance and timely notification of changes and lodgement of the Annual Return to the incorporation regulatory body for CAUL
- Comply with the CAUL Constitution, all CAUL policies and procedures and all requirements relating to work health and safety
- Communicate openly with the Board and provide, in a timely manner, all information necessary for the Board to function effectively and make informed decisions and create a culture of transparency and open communication throughout the National Office and CAUL more generally

- Provide authoritative high-level strategic advice, administrative leadership and operational support for the development and coordination of CAUL's strategic agenda and relating to the provision of sector level services, advocacy and public policy
- Provide guidance and oversight for the work of the Director, Strategy & Analytics and support for program directors on the Board as required

Finance & Risk Management

- Develop a comprehensive annual Operating Budget for CAUL and work with the Finance, Risk & Audit Committee and the Board to secure adequate funding for CAUL's operations and strategic programs
- Oversee the finance and accounting function for the CAUL National Office, including monitoring of expenditure, payroll, accounts payable and receivable and authorise banking transactions in line with CAUL's Delegations Framework
- Provide regular finance reports to the Board and the Finance, Risk & Audit Committee
- Work with CAUL's accountants and auditors to ensure accurate and timely adjustments, lodgement of quarterly statements to the Australian Taxation Office and production of annual audited financial statements
- Identify and evaluate risks to the organisation (staffing, reputational, financial, legal etc.), and advise the Board accordingly
- Review the Board Risk Register regularly in conjunction with the Chair of the Finance, Risk & Audit Committee
- Provide guidance and oversight for the work of the Finance & Procurement Officer

Organisational Effectiveness

- Develop policies, procedures and plans which support the achievement of CAUL's objectives and strategic priorities and the operational efficiency and effectiveness of the National Office to deliver results and value to members and stakeholders
- Work with the Board to lead and coordinate the regular review and evaluation of CAUL's organisation and activities ensuring ongoing relevance, efficiency and effectiveness
- Provide leadership, coordination, accountability and management across CAUL's human resources function, communications, and other operations
- Provide leadership to all CAUL National Office staff, including a strong focus on ongoing performance and development review, engaged performance management, career pathways, succession planning, and work health and safety.

Engagement, Advocacy & Service Delivery

- Develop public policy and other statements as required and coordinate submissions and responses to sector-related consultations and inquiries
- Represent member views and interests to government, regulators and other key stakeholders as determined by the Board
- Establish and foster engagement and collaborations with allied organisations within Australia and internationally
- Translate, position and promote the sector level services delivered by CAUL to enable members to maximise the benefit within their institutions
- In conjunction with the relevant Board Director who chairs the Content Procurement Committee, as well as the CAUL Board more broadly, provide guidance and oversight for the CAUL Consortium and the work of the Director, Content Procurement
- Provide guidance and oversight for the work of the Engagement & Administration Officer

Perform other duties as required by the CAUL Board from time to time.

SELECTION CRITERIA

1. Relevant postgraduate qualifications and demonstrated extensive management experience in a complex environment or an equivalent combination of relevant experience, expertise and training. This may include expertise in policy development, strategic planning, finance and HR, planning and management, managing effective communications strategies, and expertise in the management of operations across a range of administrative functions
2. A record of achievement in leading an organisational unit with considerable complexity (e.g. a national or global peak body or network of interest groups) and driving the agenda of a membership organisation
3. High level knowledge of current trends and priorities across the higher education, research and library and information sectors in Australia
4. Demonstrated excellence in interpersonal and rapport-building skills and highly developed verbal and written communication skills including an ability to present, persuade and influence diverse audiences and prepare executive reports and briefs
5. Proven team-building skills including the ability to facilitate, build and maintain relationships at all levels with and from varied backgrounds and cultures, as well as with internal and external stakeholders and proven success in building networks for the benefit for the organisation
6. Demonstrated sophisticated analytical, problem-solving and decision-making skills, high level negotiation and communication skills and the ability to resolve challenging situations
7. Proven track record of oversight and management of a small to medium sized organisation, including executive financial forecasting and reporting, mobilising resources, establishing priorities, preparing for potential challenges, and achieving deliverables