

## Licensing Officer

### Who We Are

The Canadian Research Knowledge Network (CRKN) is a partnership of Canadian universities, dedicated to expanding digital content for the academic research and teaching enterprise in Canada. Through the coordinated leadership of librarians, researchers, administrators and other stakeholders in the research community, CRKN undertakes large-scale content acquisition and licensing initiatives in order to build knowledge infrastructure and research and teaching capacity in Canada's universities.

On April 1<sup>st</sup>, 2018 CRKN merged with Canadiana.org which has allowed our teams to cohesively pursue a united and coordinated strategy to leverage Canadian heritage and scholarly content. As a merged organization, CRKN will continue its core licensing activities for scholarly journal content while expanding support for the digitization, access and preservation of Canadian heritage content through the services of Canadiana.

### The Role

Reporting to the Senior Content and Licensing Officer, the Licensing Officer will undertake various licensing activities in support of CRKN's content program. The incumbent will work collaboratively on licensing and negotiations, and actively contribute to and support committee and task groups as appropriate to their area of expertise. The Licensing Officer monitors and assesses the needs of the member community and the emerging opportunities in the marketplace to contribute to the overall strategic direction of CRKN. The incumbent leads the negotiations for significant CRKN e-resource licenses, and by assessing the changes in the scholarly communication and licensing environments, endeavours to deliver to CRKN the best possible negotiation results.

As the successful candidate you are an experienced and skilled team player who builds relationships across multiple organizations and levels. You excel in a constantly evolving organizational environment. You are a critical thinker who understands the why and not just the how in delivering value-added services. You have the ability to multi-task, pay attention to details and demonstrate a strong facility in application software including Microsoft Excel.

### Duties and Responsibilities

- Act as lead negotiator for numerous CRKN licenses, taking responsibility for the successful renewal of existing contracts, from the member engagement stage, through negotiations and the submission of the renewal terms to member institutions, up to and including the ongoing maintenance of the license agreements.
- Prepare and summarize the vendor service proposals to members as a result of successful license negotiations.
- Serve as subject matter expert for assigned licenses, and assist as needed with the delivery of license expertise to members and the Content Strategy Committee, sub-committees, task groups or the Board of Directors, as required.
- Analyze and report on the unique needs or requirements of member institutions as well as the range of products available through content providers; identify gaps and recommend strategies or options to address gaps.
- Research and recommend innovative solutions to improve the dissemination of licensing information to members.
- Work collaboratively with the Finance team at CRKN to track financial commitment from participating member institutions, and ensure accurate and timely invoicing of license fees to CRKN members
- Under the guidance of the Director, Marketing and Stakeholder Engagement contribute to the development of organizational communications materials and member outreach activities, including content for social media messaging (e.g., CRKN Twitter).
- Participate in overall CRKN planning and promotions activities, including presentations at meetings and conferences, and undertake other duties as required.

## Qualifications:

The ideal candidate will possess the following education, experience, and skills:

- Must have a post-secondary degree or diploma in Library and Information Science. Those with education in a comparable field will be considered.
- Superior customer relationship management skills. Able to maintain effective working relationships across multiple and diverse organizations, and across levels within organizations from the specialist to executive level.
- Able to influence change and build consensus across a diverse membership with discretion and sensitivity to the nuances of organizational relationships.
- Must have above average computer skills, particularly with Outlook, Excel, and the full suite of Microsoft Office products.
- Experience in using web-based systems and applications, both for gathering information and compiling content, as well as posting content to the CRKN website using Drupal.
- Team player with demonstrated ability to adapt to changing environments and multiple deadlines, and to work well under pressure with discretion, tact, and good judgement.
- High level of initiative and a strong sense of ownership to achieve results for the overall organization.
- Strong attention to detail.
- Ability to travel on occasion when required.
- Desire to work as part of an internationally recognized team.
- Proficiency in both English and French, written and spoken, will be considered a strong asset.
- Knowledge of academic libraries and their users, and an understanding of library consortia and current trends, issues and challenges facing libraries in the provision of electronic content services is an asset.
- Knowledge of academic publishers and trends in digital publishing will be an asset

## Benefits

CRKN offers a generous benefits package including vacation, health and dental benefits and pension match.

## To Apply

Please send a letter of application and resume via email to:

Canadian Research Knowledge Network  
Attn: Craig Olsvik, Senior Content & Licensing Officer  
Email: [hr@crkn-rcdr.ca](mailto:hr@crkn-rcdr.ca)

(Please reference **Licensing Officer** in the e-mail subject)

We thank all applicants for their interest in CRKN, however only those candidates selected for an interview will be contacted.

*CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment. If you require accommodation during the recruitment process, please include in your cover letter when applying for the position and all efforts to provide the appropriate accommodation will be put into place.*