



**Title:** Licensing Officer

**Job Classification:** Professional 2

**Reports to:** Director, Content Program

**Term:** Full-time, permanent

**Salary:** \$78, 000 – \$120, 000

**Location:** Ottawa, ON or remote in Canada

**Last Updated:** January 09, 2026

#### **Summary:**

Reporting to the Director, Content Program, the Licensing Officer supports CRKN's content program by leading license negotiations, advancing open access initiatives, and collaborating closely with committees and member institutions to achieve CRKN's strategic objectives in content licensing and scholarly communications.

As an experienced and skilled team player, the Officer builds relationships across multiple organizations and levels, excelling in a constantly evolving organizational environment. The incumbent monitors and assesses the needs of the member community and the emerging opportunities in the marketplace to contribute to CRKN's overall strategic direction.

Integral to the Content team, the Licensing Officer provides key support to the Content Strategy Committee in negotiating and securing access to electronic library resources. The role contributes to CRKN negotiations, communications, and member engagement activities, including presentations at the CRKN Member Summit and representation at external conferences. This role requires strong analytical skills, attention to detail, and the ability to manage multiple priorities. Proficiency with application software, including Microsoft Excel, is essential.

#### **Duties and Responsibilities**

*Percentage Weight shows the approximate share of the role devoted to each area.*

##### **Licensing Negotiations and Open Access Partnerships (50%)**

###### *Licensing Negotiations*

- Act as lead negotiator for assigned CRKN licenses, managing the full renewal lifecycle from member engagement through negotiation, approval, and ongoing maintenance of license agreements, ensuring accuracy and timely execution.
- Prepare and summarize vendor service proposals and negotiated terms for CRKN members, communicating clearly and professionally.
- Monitor national and international trends impacting academic libraries, including e-resource licensing, scholarly communications, copyright, digitization, and digital services, to inform proactive negotiation strategies.
- Manage financial commitment forms from member institutions, maintaining accurate records and collaborating with license leads to resolve any issues.

- Oversee the inventory of CRKN electronic resource licenses, including renewal cycles and maintenance of negotiation histories, to ensure continuity and compliance.

#### *Open Access Partnerships*

- Lead assigned open access and open infrastructure partnerships, collaborating with internal teams, member institutions, and external stakeholders to advance CRKN's objectives.
- Contribute to the development and implementation of communications and engagement strategies related to open access initiatives.
- Monitor emerging trends in open access and scholarly communication to recommend strategic initiatives and opportunities.
- Deliver partnership outcomes that meet CRKN's strategic objectives and are well-received by members and stakeholders.

#### **Governance and Community Engagement (30%)**

- As subject matter expert for your assigned licenses, work with members of the Content Strategy Committee and relevant sub-committees to set and guide negotiation objectives, ensuring decisions advance CRKN's strategic licensing priorities and deliver measurable value to member institutions.
- Provide the Content Strategy Committee with expert guidance on licensing and open access issues, enabling committees to make timely, informed decisions that optimize outcomes and strengthen member trust.
- Represent CRKN at conferences and in other professional communities in consultation with the Director, Content Program, building CRKN's reputation, fostering strategic partnerships, and promoting the organization's leadership in content and open access initiatives.
- Under the guidance of the Senior Manager, Strategy and Engagement, contribute to the development of organizational communications materials, particularly for licensing engagement strategies, and assist with the annual CRKN Member Summit, producing high-quality materials and events that increase member engagement and support the organization's strategic objectives.
- Participate in CRKN-wide planning and promotional activities, including presentations at meetings and conferences, and undertake other duties as required, supporting the achievement of organizational goals, enhancing visibility of the content program, and reinforcing member value.
- Provide ongoing support for strategic partnerships and initiatives related to content licensing and member services, ensuring collaborations are effective, sustainable, and aligned with CRKN's long-term objectives.

#### **Member Services (20%)**

- Serve as subject matter expert for assigned licenses and open access agreements and assist as needed with the delivery of license expertise to members.
- 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.
- Analyze potential new content acquisition opportunities against CRKN's strategic objectives, and make recommendations to the Director, Content Program and CSC as needed.
- Maintain up-to-date information relating to assigned license agreements, open access collaborations and other licensing activities on the CRKN website.
- Research and recommend innovative solutions to improve the dissemination of licensing information to members, while working to maintain up-to-date and accurate licensing information on the CRKN web site.
- Work collaboratively with the Finance Team to track financial commitments from participating member institutions and ensure accurate and timely invoicing of license fees to CRKN members.

In a small team environment each individual is expected to work towards overall CRKN goals and at times a team effort is required that may involve taking on tasks outside the normal or expected scope of their role. Other duties may be assigned as required.

## **Qualifications:**

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

- A post-secondary degree or college diploma in Library and Information Science, or a comparable field.
- Three to five years of experience in licensing and negotiations (some flexibility considered).
- Strong customer relationship skills, with the ability to maintain effective working relationships across diverse organizations and at multiple levels.
- Knowledge of academic libraries, library consortia, or trends in electronic content services is preferred.
- Knowledge of academic publishers and trends in digital publishing is an asset.
- Ability to influence change and build consensus across a diverse membership with discretion and sensitivity.
- Team player with the ability to adapt to changing environments, manage multiple deadlines, and work with discretion, tact, and good judgment.
- High initiative and a strong sense of ownership to achieve results.
- Proficiency in Microsoft Outlook, Excel, and the full Microsoft Office suite.
- Strong attention to detail.
- Bilingualism in English and French (written and spoken) is an asset.
- Ability to travel occasionally as required.

## **Equity, Diversity, Inclusion and Accessibility**

CRKN values and embeds equity, diversity, inclusion, and accessibility in its organizational strategy and culture. We encourage applications from individuals of all backgrounds and lived experiences to contribute to advancing equitable access to scholarly resources. Prospective applicants requiring accommodation in the recruitment process are encouraged to contact us.

## **About CRKN**

The Canadian Research Knowledge Network (CRKN) is a national, not-for-profit network powered by the collective strength of 88 member institutions. Acting as a united voice, we negotiate with publishers on behalf of our members to secure equitable, cost-effective access to global research while advancing open access and building shared digital research infrastructure. Together, our members own and maintain the Canadiana collections, ensuring that Canada's documentary heritage is preserved and openly accessible for future generations. Rooted in collaboration and responsibility, CRKN connects Canada's libraries and research institutions to create a more open, sustainable, and inclusive knowledge ecosystem.