



Manager of Content & Licensing

Ontario Colleges Library Service (OCLS)

Employment Type: Full-time, Permanent (37.5 hours/week)

Location: Remote (Ontario-based)

Our Organization

OCLS is a not-for-profit organization funded by the Ministry of Colleges and Universities to support Ontario's 24 colleges and their libraries. With a well-established reputation for service excellence, OCLS is trusted by college libraries to deliver high-quality services and expertise that foster system-wide efficiencies, cost savings, and capacity building.

Our reputation is rooted in and sustained by the skills, knowledge, and commitment of the extraordinary individuals who make up our team. Join our close-knit, collaborative environment and help us deliver meaningful shared services to Ontario's college library system.

To learn more about our mission, values and services, visit the [OCLS website](#) or read our [Strategic Plan](#).

Your Opportunity

OCLS is seeking a collaborative, forward-thinking leader to join our Content & Licensing team. In this role, you will guide and mentor a dedicated team, champion best practices, and drive innovative, client-focused services that support Ontario's colleges in acquiring and licensing digital content efficiently and cost-effectively.

If you are passionate about building partnerships, driving operational excellence, and making a meaningful impact in a collaborative environment, we invite you to bring your experience and vision to OCLS.

As Manager of Content & Licensing, you will:

- Lead and support your team to deliver excellent service.
- Build strong partnerships with colleagues, customers, stakeholders, and vendors.
- Oversee daily operations, including eResources management, licensing, contract negotiation, and acquisitions—providing strategic direction and support to your team as they lead negotiations and manage vendor relationships.
- Champion process improvements and develop clear documentation and training.
- Lead internal and external communications, ensuring clear, engaging messaging about our services and initiatives.
- Shape service strategy and contribute to new service development.
- Stay current with trends in licensing and digital content.

What You'll Bring

The qualifications and attributes listed below are highly desirable but not necessarily

mandatory. In your cover letter, please share how your background, experience, and skills make you a strong fit for this role.

Education

- Graduate degree in Library and Information Science (librarianship/information management), or an equivalent combination of education, training, and experience.

Experience

- 5+ years of progressive experience in eResource acquisition and management, licensing, contract negotiation, and vendor relationship management.
- Experience managing, coaching, and mentoring staff or project teams.

Leadership & Teamwork

- Skilled in managing day-to-day service delivery, leading teams through change, establishing best practices, setting priorities, and delegating effectively.
- Ability to foster a positive, high-performance culture that supports professional growth.

Content & Licensing Knowledge

- Advanced knowledge of the eResource lifecycle, licensing, and vendor management.
- Demonstrated ability to negotiate complex contracts and licences and build strong partnerships with vendors and stakeholders.
- Up to date with trends in digital content and licensing.

Collaboration & Communication

- Skilled at building relationships internally and externally.
- Clear and persuasive communicator, able to craft compelling presentations and reports for diverse audiences.
- Adept at facilitating discussions, building consensus, and resolving conflicts constructively.

Technical & Analytical Skills

- Strong problem-solving and data management skills, with an aptitude for detail-oriented work.
- Technical proficiency with Excel, collaborative tools, and electronic resource management systems (e.g. ConsortiaManager), with curiosity and enthusiasm for learning new technologies.
- Working knowledge of common library management systems, such as Alma/Primo and EZproxy authentication.
- Knowledge of Canadian copyright law and accessibility standards for digital library resources.

Project Management

- Strong organizational skills to manage multiple priorities and deliver projects on time.

Language Skills

- French fluency is an asset.

Why Join OCLS

At OCLS, our team is our strength, and we invest in their well-being, growth, and success.

- Competitive compensation commensurate with experience. The hiring range for this position is \$87,750-\$94,000 per annum.
- Remote work environment with occasional in-person opportunities for team building, networking, collaboration, and mentoring.
- Comprehensive and generous health benefits, including dental, vision care, massage therapy, acupuncture, psychotherapy, and more.
- Support for professional development through workshops and courses.
- [CAAT defined benefit pension plan](#).
- Commitment to healthy work-life balance:
 - A minimum of 4 weeks of vacation per year.
 - A summer “compressed work” program.
 - Generous personal leave.
 - 5 additional paid OCLS closure days, including office closure during the year-end holidays.
- Health and wellness support, e.g. [TELUS Health](#) Employee and Family Assistance Program (EFAP).
- Wellness and Ergonomic stipend for home office maintenance.

Additional Information

OCLS welcomes applications from qualified candidates residing anywhere in Ontario who are legally eligible to work in Canada. We are committed to building a diverse and inclusive team. We strongly encourage applications from individuals who will help diversify staff, including, but not limited to, Indigenous Peoples, racialized persons, persons with disabilities, people of all sexual orientations and gender identities, and those from equity-deserving communities.

OCLS is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes. Accommodation is available throughout the hiring process upon request, to ensure full participation of all applicants.

Position Start Date

January 2026

Application Deadline

The review of applications will begin **Wednesday, November 26, 2025** and continue until the position has been filled.

To Apply

We'd love to get to know your background, your accomplishments, and what draws you to this role. Submit your resume and cover letter highlighting how your experience and skills align with the position, as a single file named “YourName_#169” via e-mail to applications@ocls.ca. Please include “YourName - #169” in the subject line.

We thank all candidates for their interest. Only those selected for interviews will be contacted. This job posting is also available on our [website](#).