

POSITION DESCRIPTION

Position Details

Position Title:	Vendor Manager (Publishers)
Reporting To:	Product Manager (Partners)
Unit / Group:	Informit
Direct Reports:	n/a
Salary Classification:	Corporate Services, Level E1
Date:	March 2026
Fixed Term Reason	Choose an item.
Date:	MM/YY
Location:	City Campus

Position Summary

Informit is an online gateway to the largest collection of Australasian scholarly journals, books, and videos. Founded at RMIT University in 1989, we serve all Australian and New Zealand university and state libraries, as well as government and specialist libraries, with a growing presence in international universities and Australian schools and public libraries, where our content is aligned to the Australian Curriculum. We are committed to publishing diversity, Indigenous-led research, and critical thinking.

Reporting to the Product Manager (Partners), the Vendor Manager (Publishers) is a specialist position focused on the proactive delivery of targeted content acquisition as outlined in the Informit product strategy. The role is responsible for securing new content partnerships identified in the content plan to address gaps in the Informit collection across the school and university library sectors. The position is accountable for the initiation and ongoing maintenance of publisher relationships, utilising strong negotiation skills to ensure the licensing of high-value materials. Key accountabilities include advancing a content pipeline that remains aligned with the product roadmap and business objectives. This role requires a results-driven professional with persuasive relationship-building skills and a commitment to Informit's mission of connecting library communities with diverse, high-quality content.

Position Responsibilities and Accountabilities

Content strategy

- Deliver the targeted content acquisition plans to fill gaps identified in the Product Roadmap"
- Prioritise the acquisition of high-value source materials that offer unique value beyond available resources to increase relevance across all markets.
- Actively pursue and close new content leads, ensuring terms align specifically with the Product Roadmap and business objectives.
- Manage the licensing pipeline to ensure it is fit for purpose for rapid iteration and strategic alignment with the product roadmap.

- Manage complex publisher queries and provide expert triaging, escalating to the Head of Product or Legal for final resolution where necessary".
- Work with Marketing and Customer Success Team to strategically showcase key topical content to promote usage and build positive relationships with partners.
- Deliver fortnightly reporting on current activities and pipeline status

Stakeholder Management

- Act as the first point of contact for partners, providing expert support for agreement, usage, royalty and other queries, escalating for legal or other more complex issues as required.
- Develop and maintain a network of relationships with individuals from multiple organisations.
- Collaborate with the Informit team to draft corporate communications, such as media releases, marketing collateral, and social media updates
- Collaborate with the Informit team to advise on partner strategy for outreach and engagement.
- Deliver expertise and professionalism to contribute to the alignment and strengthening of RMIT UP's organisational culture.

Agreements, contracts and administration

- Coordinate negotiations with publishers for targeted content
- Escalate partner calls related to complex agreement queries.
- Work closely with RMIT Legal regarding high-level copyright queries, incoming permission requests, and other legal changes to contracts.
- Follow record keeping procedures to ensure agreements are appropriately stored.
- Ensure partner related information is managed appropriately within the company CRM and a thorough pipeline of contacts is kept.
- Deliver with day-to-day contract management from other areas of Informit
- Assist with contracts and administration of payments to our partners for various initiatives

Organisational Responsibilities and Accountabilities

- Act at all times in accordance with the RMIT Code of Conduct
- Work in accordance with RMIT University Pathways' policies and procedures including following safe work practices for self and others
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours
- Actively engage in professional development opportunities
- Undertake any reasonable tasks as directed
- RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices.
<https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.
- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Working rights Check and National Police Check (NPC)

Qualifications, Knowledge, Skills & Attributes

Essential

- Relevant tertiary qualification or an equivalent combination of skills and professional experience.

- Proven ability to build and maintain professional relationships and influence stakeholders at various levels.
- Demonstrated experience in securing and managing contracts or commercial agreements, with an ability to navigate complex terms and negotiate effectively.
- Significant sector experience in publishing, media, or a related industry (e.g., libraries or digital content).
- Demonstrated ability to execute operational tasks and initiatives that align with a broader business strategy or product roadmap.
- Strong analytical and critical thinking skills, with the ability to proactively gather, analyse and interpret data or market insights to inform decisions and identify opportunities.
- Highly developed interpersonal and written communication skills, including experience drafting professional correspondence or reports.

Desirable

- Understanding of the specific needs of school and academic library sectors.
- Advanced skills in rights management software or CRM systems.
- Proficiency in using AI/LLM tools for market research and data synthesis.

Working at RMIT University Pathways (RMIT UP)

RMIT UP is owned by RMIT University, and provides a range of education solutions to students, academics and professionals in Australia and overseas.

Our mission is to provide transformative, supportive learning experiences and pathways which open global possibilities to our community of learners. We achieve this through our RMIT values of inclusion, imagination, integrity, courage, passion and impact.

RMIT UP education professionals place the student and customer experience at the forefront of everything we do.

Our key programs and services include Foundation Studies, ELICOS English for Academic Purposes (EAP) and language testing. RMIT UP also houses Informit, a leading research database with a strong focus on specialist Australasian content.

RMIT UP is situated in a state-of-the-art facility within the main RMIT University city campus in Melbourne's CBD. Co-located with Scape Australia, the largest provider of student accommodation in Australia, our building provides a unique offering to international students, housing world-class learning and accommodation in one secure location.

Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood, and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: _____

Incumbent name: _____

Date: _____