



## Vacancy: Royalties Officer, Midlands

### **About Us**

CLA simplifies copyright for content users and unlocks published content for professional use. Our aim is simple: to be the provider of choice for rights, content and licensing solutions.

Through a range of innovative technology and licensing services, we reduce complexity, time and costs for all types of organisations – from businesses, education to the public sector – so they can use the content they want, in the way that they want.

CLA is undergoing a period of rapid change. We are collaborating with customers and technology partners to develop new and innovative services and ways of working – and our culture and brand are evolving to support our ambition.

### **The role**

Every year, CLA makes numerous data collections covering all types of sectors such as Education, the NHS and Local Authorities. From a sole-trading PR office to one of the UK's leading Universities, our Royalties Officers work with our licensees, collecting data which forms the basis for the payments we make. The role is not about compliance or enforcement so ROs must be diplomatic, adaptable and keen to promote licence benefits or services wherever possible.

Based from home this unique and varied position would suit someone who is self-managed and able to multi-task across simultaneous projects, whether working alone or as part of a team. Operating to key timelines and providing regular progress reports you should have demonstrable experience of negotiating, influencing and persuading often at a senior level, either face to face or by telephone. In addition to having strong interpersonal and decision-making skills, you should also be prepared to occasionally undertake work outside the usual royalties role, such as research or networking. With an increase in digital data capture the successful applicant will need to have excellent IT knowledge and be familiar with Microsoft applications such as Word, Excel, Outlook and Teams, complemented by robust administrative skills.

The roles will involve travel within a specific but wide geographical area, occasionally involving overnight stays and attending the CLA Royalties Officers annual conference. Therefore, a car is essential and you must be willing to stay away from home when required. The work can, at times, be quite physical when setting up manual data collections, for example, so a reasonable level of fitness is expected. A suitable home office environment is necessary though a mobile phone and access to a Remote Desk Top system are provided.

Due to the cyclical and geographical nature of what we do, royalties data work ebbs and flows so there may be periods when you are particularly busy and other times which are much quieter – between terms for example. Royalties Officers are employed on a ‘worker’s’ contract and remunerated at a daily rate of £102.50 plus reasonable expenses and benefits. Full training and induction will be provided and a six month probationary period will apply.

Further information and a more detailed role profile are available on the Why Work For Us page of the CLA website – [www.cla.co.uk](http://www.cla.co.uk) .

If you would like to make a difference in supporting the creative industries please send your CV with a covering letter to [recruitment@cla.co.uk](mailto:recruitment@cla.co.uk), demonstrating how you meet the key skills and criteria mentioned above along with your availability. Short-listed candidates will be asked to submit a written exercise and interviews are expected to take in the new year, location TBC. *Please note that applications without a covering letter will not be considered and previous applicants need not apply.*