IAPB Knowledge Manager

Job Description

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| **Job Title:** | Knowledge Manager | **Location:** | Sydney, Australia  Global remote working will be considered. |
| **Department/Group:** | Knowledge Management | **Reports to:** | Head of Knowledge Management |
| **Position Type:** | Full Time | **Direct reports:** | None |

## Job Purpose

The Knowledge Manager role is to support the Head of Knowledge Management (KM) to build and connect professional, global and local knowledge to inform policy and foster best practice across the global eye health network. This is an exciting opportunity for an experienced eye health professional to make their mark in global eye health.

## Role and Responsibilities

Work closely with the Head of KM to:

* Deliver eye health knowledge projects and activities including webinars, learning programmes and events.
* Provide eye health technical expertise as required for the organization.
* Curate, update and create the content on the online knowledge hub and the Vision Atlas.
* Support IAPB global and regional staff to share knowledge effectively and efficiently, including the use of relevant systems, software and digital platforms.
* Liaise with members to support focussed areas of expertise across linked projects, work and task groups
* Research key topics as required and summarise for a less technical readership.
* Implement knowledge management frameworks and processes to facilitate increased knowledge sharing and scale up of programs.
* Coordinate & contribute to the development and dissemination of key data, information, and experiences across the IAPB network through enhanced communication, strengthened knowledge products and publications.

## Education, Skills & Experience Required

### Skills Required

* Excellent project management skills; with the ability to meet due dates, work with all stakeholders and balance competing demands and achieve agreed-upon results.
* Positive, solution-oriented collaborative team player.
* Ability to confidently engage with scientific text and summarise for a less technical readership
* Ability to work closely with a wide range of stakeholders as part of the team.
* Able to take initiative and work independently to deliver key activities.
* Strong ability to collate and present diverse information from varied sources in an engaging format.
* Excellent oral and written communication skills to engage with, and gain the respect of, a wide range of knowledge, health and development professionals.
* Ability to facilitate workshops and small group learning.
* Ability to remote work in a multicultural, global team environment

### Knowledge (Education & Related Experience):

* A degree from a reputable university in eye health related field.
* A minimum of three years of experience of working in global eye health and development in a knowledge related role.
* Experience implementing digital strategies & platforms to exchange knowledge and stimulate conversations with stakeholders.
* Track record of promoting a learning environment in an organisation or membership body.
* Knowledge of good practice in relation to knowledge management and exchange.
* Sound understanding of universal health coverage and sustainable development.

### Corporate Competencies:

* Demonstrates integrity by modelling the IAPB’s values and ethical standards
* Promotes the vision, mission and strategic goals of IAPB
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
* Treats all people fairly without favouritism.

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| Date/Time: | 9/11/2020 |