

# ROLE PURPOSE

**Role Title:** Program Knowledge  
Management Advisor

**Division:** Programs

**Location:** Melbourne  
or Sydney

**Date:** Jan 2024

**Employment type:** Full time  
permanent

**Reports to:** Director of  
Research & Evidence

**Number of direct  
reports:** 0

**Leadership Band:** Leads  
Self

## Purpose of the role:

The **Program Knowledge Manager** is responsible for: 1) maintaining the Foundation's knowledge hub; 2) developing and managing systems that facilitate staff access to internal programming expertise and knowledge products; 3) developing and sharing knowledge products to highlight the programmatic work of The Foundation; and 4) supporting the setup of, and maintaining content on the Foundation's Learning Management System.

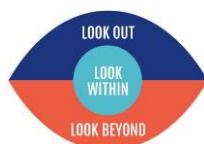
## The Program Learning and Content Manager is accountable for:

1. **Developing, implementing and periodic review of FHF's expertise finder** – set up, promote across FHF and support staff engagement with a platform designed to link staff up with one another.
2. **Coordinate development and distribution of Program Insights Periodical** – a publication that showcases program highlights, and innovations to a broad range of internal and external audiences.
3. **Coordinate and support development of technical guidance and tools** – ensuring availability of the right guidance, in the right format to support project planning and implementation
4. **Management and further development of FredNet Knowledge Hub** – oversee the further development and ongoing management of the intranet knowledge hub as a repository of key programming guidelines and resources.
5. **Setting up and managing the content within the new FHF Learning Management System**
6. Other tasks as requested by your manager

## Our Capabilities:

### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



## Essential Experience:

- Understanding the different knowledge needs of diverse audiences
- Experience working with teams on learning-related activities
- Experience collaboratively developing knowledge products,
- Experience gathering, assessing, synthesising, and presenting evidence from different information sources
- Experience managing projects across a range of teams

## Skills:

- The ability to both work independently as well as in and across teams
- Strong interpersonal skills, with excellent written and verbal communication skills. With the ability to think creatively about how to leverage the resources at your disposal.
- Excellent project-management skills including attention to detail, organizational skills, and the ability to manage complex projects
- The ability to analyze information from multiple sources and identify and synthesis themes or commonalities, and identify gaps
- Critical thinking and analysis skills to identify where there are connections and opportunities for success

## Desirable Experience:

- Professional experience in the public health sector and ideally eye health.
- Experience in building and managing intranet sites

## Qualifications:

Post graduate studies in knowledge management and/or communications (or similar)

## Travel:

Domestic

## Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

## To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific detail

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.

This position does involve "Working with Children" either direct or indirect.

This position does involve working with beneficiaries, donors and/or partners