BRITISH COUNCIL

Role Profile

Role Profile   **Ref no:**

Job Title	Information and Knowledge Management (IKM) Officer		
Directorate or Region	EA	Department/Country	Indonesia
Location of post	Jakarta_ Indonesia	Pay Band	H
Reports to	E-Service Manager	Duration of job	1 year Fixed Term (renewable)

Purpose of job:

To lead and implement information and knowledge management (IKM) services for British Council Indonesia according to the standard set in East Asia IKM Operating Model and Information Policy provisions. The job holder may also be required to provide limited assistance in IT and other digital items.

Context and environment:

As British Council is pushing further to digitize its operations, the demand for better information management has also increased. Hence, the role of Information and Knowledge Management officer is created to:

- Ensure that files and folder structure in local server (shared drive) and country intranet are monitored and updated regularly in accordance with UK and country retention policies.

- Manage information repositories (electronic/physical) in compliance with the Council's information management standards, policies, the UK Data Protection Principles and local legislation.

- To implement records retention and disposal in the country, working with relevant country staff; to ensure security classifications are applied throughout the country in a way consistent with corporate policy.

- Provide useful, timely and accurate advice on all relevant Information Management Services and Information Technology matters.

- To undertake appropriate action in line with departmental needs and strategic plans related with Information Management Services

- Provide assistance to all staff to ensure the efficient use of time in business process for Information Management and Information Technology matters.

- To act as a knowledge champion and disseminate regional knowledge sharing practices (tools and techniques), facilitate the process of using them, in particular, to ensure effective records management and information governance; attendance and participation in the regional IKM forums; and maintaining the IKM SharePoint site for the region.

Accountabilities, responsibilities and main duties:

- Work with E-Services manager to formulate, implement and constantly improve IKM in the British Council Indonesia.

- Actively participate in the British Council East Asia Knowledge Champions community and act as representative from Indonesia

Recruitment Team April 2012

- Provide assistance to the IT officer to ensure that usage of IT assets and their disposal have been properly executed.
- Managing British Council Indonesia social media accounts, which include guarding the accounts from possible compromise and violations against Council's brand guidelines.
- Monitor Social media performance (e.g. tracking follower growth, answering enquiries, managing permission), create and providing timely updates based on set schedules.
- Inspect and counsel file storage and folder structure in shared drives and country intranet for all staff

Please specify any passport/visa and/or nationality requirement.	Indonesian national
Please indicate if any security or legal checks are required for this role.	Local police background check

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	**Making it happen** Establishing a genuinely common goal with others (More demanding)		Application & interview
	Working together Establishing a genuinely common goal with others (Essential)		Application & interview
	Being accountable Delivering my best work in order to meet my commitments (More demanding)		Application & interview
	Connecting with others Making regular opportunities to understand others better (Essential)		Application
	Shaping the future Looking for ways in which we can do things better (Essential)		Not assessed at recruitment stage
	Creating shared purpose Making regular opportunities to understand others better (Essential)		Not assessed at recruitment stage
Skills and Knowledge	• Excellent written and oral communication skills in English and Bahasa Indonesia • Competent IT skills		Short listing and/or Interview
Experience	Previous experience of working in a IT (2-3 years)		Application, interview, references
Qualifications			Short listing and/or interview

Submitted by	Aditya	Date	06/02/2015