IFRS Foundation

Job description – IASB Assistant Technical Staff

Based: London

Duration: Up to two years

Job Purpose: To provide support to technical project teams.

Principal accountabilities:

The role of Assistant Technical Staff varies according to their project assignments however, responsibilities usually include:
- Attend and facilitate meetings with staff, Board Members, advisory groups and other external stakeholders:
  - Co-ordinate attendees;
  - Draft, collate and distribute agendas, papers and other materials;
  - Present issues and participate in discussions;
  - Take minutes and write summaries.
- Assist with the preparation and production of a range of documents and materials for internal and external use: presentations, project reports and Updates, and due process documents (research papers, discussion papers, requests for information, exposure drafts, ballot drafts and standards).
- Update and maintain the relevant project pages on the ifrs.org website.
- Undertake research and analysis on a range of issues, prepare illustrative examples and research summaries, and present them to staff, Board Members and stakeholders.
- Review and analyse comment letters, academic reports and other materials.
- Work with other Assistant Technical Staff to provide a pool of technical administrative support for projects.

Competencies

1. Technical knowledge and thinking abilities:
- Demonstrates knowledge of some IFRS Standards and the Conceptual Framework.
- Shows rigour, consistency and attention to detail in work.
- Identifies, understands and analyses issues.
- Conducts and summarises research. Summarises meetings. Identifies important points.
- Generates ideas for solutions.
- Demonstrates understanding of aspects within the project.
- Able to explain the problem the project is trying to solve.
- Understands the standard-setting process, including the roles of various parties.

2. Managing self and relationships:
- Is enthusiastic, proactive, and motivated, working effectively under pressure, and remains positive even when faced with setbacks.
- Self-aware. Seeks and learns from feedback. Seeks to grow and continuously improve.
- Flexible and open to change.
- Demonstrates the Foundation's values.
- Shows professionalism, respect and empathy, relating well to others by showing courtesy.

- Demonstrates awareness of cultural and behavioural differences, adjusting own behaviours accordingly to work with others.
- Demonstrates trustworthiness.
- Focused on team's contributions over individual contributions.
- Constructively addresses disagreements and conflicts in a timely manner.
- Encourages and supports colleagues. Helps others to remain positive even when faced with setbacks.

3. Planning and delivering work:
- Organises and manages own time and work across competing priorities.
- Respects others' time (eg, providing adequate time for review, considering which issues to escalate to whom).
- Thinks ahead to identify what is needed to progress the work.
- Sets and adheres to realistic timelines within span of control.
- Takes ownership and responsibility for the quality of the work output, regularly communicating progress and escalating issues appropriately.
- Promptly communicates reasons for changes to plans, as necessary.

4. Effective communications:
- Communicates in a concise, clear and well-structured way, appropriately tailored to the audience.
- Uses innovative design to enhance clarity and visual appeal to best convey the big picture.
- Demonstrates ability to present confidently in meetings.
- Listens actively.