

IFRS Foundation - Job Description

Job title:	Content Manager
Reports to:	Head of Publishing
Works with:	Technical (authoring), Editorial and IT teams
Job purpose:	The Content Manager will work as part of the IFRS Foundation's Production team and will be responsible for IFRS Foundation content management and publishing utilising existing systems and processes. The role also requires significant contribution towards the continuous improvement of content and processes by leveraging available technology, in particular AEM (Adobe Experience Manager) as well as helping to drive digital product development by way of analysis, planning and solutions deployment.

The organisation

The IFRS Foundation is a not-for-profit organisation established to develop—in the public interest—high-quality, understandable, enforceable and globally accepted standards for general purpose financial reporting and to promote and facilitate their adoption.

The standards—IFRS[®] Accounting Standards and IFRS[®] Sustainability Disclosure Standards—are set by the Foundation's standard-setting bodies, the International Accounting Standards Board (IASB) and the newly formed International Sustainability Standards Board (ISSB). IFRS Accounting Standards are required in more than 140 jurisdictions.

The two boards are overseen by the IFRS Foundation Trustees, who in turn are accountable to a Monitoring Board of public authorities.

In November 2021, the Trustees announced the creation of the ISSB and the consolidation of the Climate Disclosure Standards Board (CDSB) and the Value Reporting Foundation (VRF) into the Foundation. The addition of the new board will take the Foundation from a 'one board/two locations' organisation to a 'two boards/several locations' organisation (with offices across multiple time zones) and significantly increase the content publishing output. This is a new role in light of such growth within the Foundation.

The team

There are currently 6 members of the Production team (Head of Publishing, Production Designer, XML Publishing Specialist, Systems and Data Analyst, and Assistant Systems and Data Analyst x2). The team is responsible for producing, maintaining, and managing IFRS Foundation content in DITA XML through to our content management system (AEM). This position works closely with the Head of Publishing, XML Publishing Specialist as well as the technical authoring staff who draft the content in MS Word and the in-house editorial team before it is handed over to Production. Content includes IFRS[®] Accounting Standards and the new IFRS[®] Sustainability Disclosure Standards as well as associated due process material.

Given the recent formation of the ISSB, the Production team will soon see a considerable increase in the number of documents requiring their much-respected services. It will also be important for the team to continuously improve content processes and drive digital product development, all of which has prompted the need for an experienced Content Manager to exploit its use of AEM even further.

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Principal Accountabilities:

Content management

- Manage and maintain IFRS Foundation's content in AEM.
- Undertake initial assessment of draft content to determine production requirements.
- Undertake IFRS Standards bound volume publishing including:
- Quality check output in all formats ensuring that all content is:
 - Consistent;
 - Error free; and
 - Timely.
- Together with Head of Publishing lead AEM troubleshooting and problem resolution.
- Coach and train team members as well as other Foundation staff in content management and publishing best-practice.
- Serve as the Production team's AEM content expert in internal and external meetings.

Business analysis and customer value creation

- Analyse content, its structure and how it interacts with IFRS Foundation technology/products.
- Identify problems and formulate solutions leading to content and output improvements.
- Continuously improve operational efficiency and enhance customer value of existing products.
- Create relevant documentation to aid current and future team members.
- Play a key role in the development of new digital and print products, influencing and executing content and operations strategy and improving the customer value offered by the Foundation.
- Plan for and oversee the implementation of any new technology and systems connected to or interacting with content management operations.
- Understand how AEM can be utilised further to maximise efficiency within Production's publishing processes.

Customer service

- Support IASB and ISSB Staff in all aspects of their work of developing Standards.
- Support the IFRS Foundation's operational staff in all aspects of their work of disseminating Standards globally; and.
- Offer an outstanding customer service experience to all of the IFRS Foundation's end users – professionals who use and apply the Standards.

Skills and Experience

Essential

- Degree level qualification or equivalent.
- Extensive experience of using Content Management Systems, in particular AEM.
- Experience of editing content in XML.
- Experience of managing multiple projects (ideally publishing-related) to ensure high quality and adherence to schedules.
- High level of attention to detail.
- Ability to work under pressure to deadlines without this impacting accuracy or quality.
- Ability to communicate clearly with technical authors and team members.
- Flexible, proactive approach to delivering each job in an efficient and timely way.
- Ability to work in logical and systematic way.

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Desirable

- Experience of working on accountancy, tax or legal content.
- Experience of working with 3rd party suppliers (such as typesetters, data capture houses).
- Advanced knowledge of the Adobe Suite, Word and Oxygen (editing capabilities, table formatting).