

IFRS Foundation Job Description

Job title:	Head of Publishing
Job purpose:	To lead and continuously upgrade the digital and print production processes and enhance the quality of both new and existing IFRS Foundation products and services. Structure and direct the leveraging of the IFRS Foundation's rich content assets by improving the underlying business systems, processes and skills of the team. Provide managerial co-ordination of the end-to-end production process, to ensure: <ul style="list-style-type: none">• the timely and efficient publication of the Foundation's products and services (including due process documents & compilations) in appropriate formats at the appropriate time;• the supply of relevant content to licensees;• the efficient and accurate maintenance of the standards navigator integral to the IFRS Foundation's website, including product upgrades and improvements;• production support for new, primarily digital, products and services.
Reports to:	Head of Legal, Compliance & Commercial Operations
Works with:	Technical Accountants, Editorial, Publications and IT, Web and Communications teams & directors

Principal Accountabilities:

End to End Production Process

- Manage the 'digital first' content management, production and publishing of the Foundation's materials including: prioritisation (in consultation with the Technical and Editorial teams), allocation of resource, planning and monitoring of schedules and, ultimately, delivery in all formats both digital and physical
- Effectively lead and develop the team.
- Work with Technical, Editorial, IT, Web, and Technical Writing teams to ensure an effective end-to-end process both online and in print, including:
 - delivery of due process documents and other publications right through to the updated major works (IFRS Standards) on time and on budget
 - integrity of all content
- Lead the management, development and testing of the IFRS Foundation's standards navigator.
- Manage relationships with internal/external stakeholders and suppliers (i.e. implementation partners, freelancers, etc.), including conceptual work, project briefs and the resolution of queries.
- Undertake initial assessment of due process and other drafts to determine production requirements.
- Maintain and develop best practice digital production systems and processes to maximise efficiency of production and accuracy and timeliness of published content.

Continuous Improvement

- Contribute to organisational effectiveness through the identification and implementation of process improvement opportunities (quality and timeliness of the individual's work will impact on the effectiveness of the department and how it, and the organisation, is perceived by others).

IFRS Foundation Job Description

- Drive the continuous development of DITA XML and Content Management System (AEM) to facilitate timely online delivery and updating of the premium digital services.
- Plan for and deliver on the road map of future enhancements and improvements to the standards navigator. Develop publishing systems and processes (including, but not limited to: improving data capture and distribution and the processing of content to output in print and electronic media).
- Review customer satisfaction surveys and develop strategies to improve results.
- Contribute content and product expertise to the BP&T (Business, Process & Technology) programme currently underway at the IFRS Foundation (the programme is focused on improving the Foundation's operations in these areas).
- Actively participate and contribute to the Digital Experience Strategy review - part of the BP&T programme - development and implementation, this will include supporting and delivering elements of work for the;
 - Content Strategy:
 - Develop and execute new content opportunities
 - Support the broader organisation to exploit all tools for content management and distribution effectively.
 - Commercial Strategy
 - Product development
 - Pricing reviews
 - Subscription reviews
 - Delivery model enhancements

Team Management

- Manage team (consisting of Systems & Data Analyst, Production Designer, Assistant Systems & Data Analyst) on a day-to-day basis;
- Instruct and manage external service providers as required through to completed delivery of services in an effective and cost-efficient matter;
- Build and maintain excellent internal and external stakeholder engagement and management
- Upscale the production department if and when required to ensure appropriate resources are available to service clients and stakeholders in a timely and efficient manner and ensure that they have the appropriate skills set and tools required to work efficiently and effectively both in the present and future

Skills and Attributes

- Excellent command of oral and written English;
- Structured and analytical approach with the ability to communicate succinctly, tactfully and assertively (unusually, the ultimate decision on the content of documents remains with the originator);
- Positive, flexible attitude; high degree of integrity and professionalism;
- Calm under pressure;
- Proactive problem-solver who can use their skills and initiative to work both autonomously and collaboratively;
- Ability to negotiate, persuade, influence and collaborate with others across the business, and externally where required.
- Excellent organisation skills: ability to work accurately and flexibly to accommodate changing priorities (a pragmatic perfectionist);

IFRS Foundation Job Description

- Sound commercial judgement with ability to create the vision of how the Foundation should publish and distribute all its content;
- Customer-focused approach;
- Excellent proofing skills.

Qualifications and Experience

- Educated to degree level in relevant subject, or equivalent level qualification, or significant experience working at a similar level;
- Commercial experience/background desirable.
- Experience of managing and developing individuals and teams, ideally in a matrixed management environment;
- Demonstrable experience of managing online regulatory or legislative services as well as a list of titles in an on-screen XML environment
- Demonstrable experience of process improvement in an editorial and production environment.
- Extensive experience of project management.
- Proficiency in Microsoft Office suite with experience of Content Management Systems (specifically AEM), DITA XML editing software (specifically Oxygen), Adobe Studio, HTML, CSS, stylesheet and DTD's;
- Understanding of (accounting) standards would be advantageous.