

WHO WE ARE

The International Federation of Arts Councils and Culture Agencies (IFACCA) is the global network of arts councils and ministries of culture, with member institutions in over 70 countries. Our vision is a world in which arts and culture thrive and are recognised by governments and peoples for their contribution to society. Our purpose is to support and engage members, by leading global thought and action for arts and culture in public life and forging platforms for collaboration and exchange. We do this through services and programmes that fall into three main areas of work: networking, knowledge and data, and capacity development.

Our unique international network is collaborative and geographically and culturally diverse. Our members are at the heart of the network and represent a range of institutions from ministries of culture and arts councils, to other agencies that are committed to public support of arts and culture. Our network connects members to international peers with a wealth of expertise and the Secretariat provides services, information and resources to member institutions and their staff - from senior executives and policy makers, to researchers, grant makers and administrators – to assist them in their work, as well as the wider community.

The Secretariat office is located at the Australia Council for the Arts building in Surry Hills, Sydney. The team consists of five full-time staff. The **Data and Knowledge Strategist** role has been created following a review conducted in 2018 and a subsequent revised strategy. For further details on IFACCA's Strategic Plan 2015-2020 see www.ifacca.org/en/about/strategic-plan/.

POSITION PROFILE

Position:	Data and Knowledge Strategist
Reporting to:	Executive Director
Business Unit:	IFACCA Secretariat, Sydney, Australia (located in Surry Hills, NSW)
Engagement:	Fixed Term Contract - 30 June 2019
Date of effect:	15 March 2017 (or by negotiation)
Probation period:	Three months

POSITION PURPOSE

The **Data and Knowledge Strategist** will:

- provide strategic data analysis, monitor strategic metrics, develop and facilitate the tracking of leading international trends and global issues facing the arts and culture, in particular for government agencies (IFACCA Members)
- support the Secretariat in the strategic use of data and information to provide informed thought leadership.

The role exists to manage the collection and analysis of data sourced from IFACCA's members, stakeholders and other relevant and reliable sources; and to develop an overarching Knowledge and Data Strategy for the organisation in line with the Federation's strategic priorities.

KEY ACCOUNTABILITIES

1. DATA COLLECTION, INFORMATION MANAGEMENT AND KNOWLEDGE STRATEGY

- *Provide data analysis*
Conduct strategic data analysis, identify insights and implications from institutional and membership data; make strategic recommendations to the Executive, senior staff (Communications and Engagement Manager) and Board (where applicable); and develop data displays that clearly communicate complex analyses to multiple audiences and stakeholders.
- *Work cross-functionally across the organisation*
Maintain cross-functional visibility across all areas to help progress strategic initiatives and to bring critical issues to the surface; provide ongoing oversight and support to management and decision making processes to ensure that measures are being used to effectively manage operations and effect organisational change where needed.
- *Develop and refine institutional data capacity*
Support integrated collection and use of data, analysis and dissemination of policies and practices; train staff to make meaningful data connections; develop and refine organisational data capacity through knowledge sharing: facilitate regular reviews and share key insights across projects.
- *Develop and refine data capacity through capacity building*
Help staff use data in real-time; lead capacity building training on data literacy; develop tools, templates, and reports that address data use across the Secretariat and how it can be communicated to members.
- Build structures, tools, processes and routines to establish a data-driven culture for the Secretariat that also responds to its capacity building commitment to members.

2. MANAGEMENT OF OUTSOURCED RESEARCH AND REPORT DELIVERY

- Develop and manage an international pool of experts from which to draw knowledge and to which research based reports can be outsourced and commissioned on a needs basis.
- Manage, monitor and evaluate the quality of outsourced work to ensure it is in line with IFACCA and its stakeholders' expectations.
- Design and create high-level reports for National Members, including Briefing Notes, Perspective and Positioning Statements on key issues, as well as actively contribute to the development of surveys, evaluation and other such statistical analyses to advance global thought leadership on matters affecting arts and culture in public life.

3. MONITORING AND FORECASTING

- Introduce and manage a new cloud-based data management system for the capture and analysis of data on arts and cultural policies from across the world that enables members to access and analyse the data in a range of approaches, via interactive models; and oversee the use of this system by Secretariat and members' staff.
- Monitor international cultural policy news and literature; liaise with members, other networks and the international policy and research community in order to inform IFACCA's information services; and brief members, the Board and Secretariat staff.
- Develop IFACCA's global trend and forecasting capacity and contribute to Secretariat's international profile amongst its membership, stakeholders and sector peers.

4. PROJECT MANAGEMENT AND PARTNERSHIP DEVELOPMENT

- Manage the delivery of focussed and tailored projects for IFACCA, including managing an overall budget, timelines, and deliverables in line with the Members' Engagement Framework.
- Together with the Communications and Engagement Manager, identify and build relevant partnerships.

5. PROJECT DELIVERABLES

The Data and Knowledge Strategist is responsible for managing the following initiatives in 2018/2019:

- Strategic Plan 2015-2020: any duties associated with the implementation of the current Strategic Plan in line with the midterm review (December 2017)
- IFACCA's Knowledge and Data Strategy: develop, implement and update the strategy as approved by the Executive and IFACCA Board
- D'Art Reports for publication in 2018: oversee the last of the existing D'Art Report series
 - *Digitalisation and the responses from Arts and Culture Agencies*
 - *Displacement of Peoples - responses from Arts and Culture Agencies*
- 8th World Summit Discussion Paper and Final Report: oversee the development of the editorial line, invite contributors and commission work for the Summit Discussion Paper, to be published in early 2019.

Key Challenges

- Develop IFACCA's new Knowledge and Data Strategy and implementation plan underpinned by its 2018 Information Technology Strategy and its Revised Strategic Plan 2018-2020 (to be released).
- Devise and deliver a suite of high quality tailored outputs that respond to emerging international issues and trends that are relevant and accessible to the Federation, in the context of competing workload priorities and an international, culturally diverse and multilingual audience.
- Lead, monitor and upskill the Secretariat on the collection, maintenance and use of data and information.

Key Competencies

- Strong factual and theoretical knowledge.
- Strategic information gathering skills.
- Able to analyse and apply information.
- Highly developed communication skills.
- Highly motivated and able to lead people and projects.
- Able to express complex ideas and engage with academic and research communities.

Relationships

Reports to: Executive Director (ED)

Supervises: Contractors and Interns

Internal: Develop effective working relationships with Secretariat team, Regional Focal Points, Board Members, National and Affiliate Members, Pool of Experts and other stakeholders.

External: Develop effective working relationships with existing and potential international partners as well as external service providers (related to the role and accountabilities).

Freedom to act

- The Data and Knowledge Strategist will work closely with the Executive Director to establish priorities and objectives.
- Solves problems on a daily basis.
- Works autonomously when required.

Continuous Review

A performance agreement will be developed, based on the key accountabilities outlined above, and a 360 degree performance assessment process will be undertaken each year during the term of employment. This will include a review of this Position Profile to reflect changes in the requirements of the role.

SELECTION CRITERIA

Qualifications and Experience:

- Tertiary qualification in either information and knowledge management, information architecture or engineering, policy, communications, humanities or social sciences is essential.
- Suitable post-graduate qualification in information and knowledge management or policy development is preferred.
- Experience working in a government agency that supports the arts and culture sector, or other government agencies involved in data management, statistics or policymaking.

Skills & Knowledge:

Essential

- Possession of factual and theoretical knowledge.
- Demonstrated experience of data, knowledge and information management and service delivery.
- Demonstrated ability and experience using a wide range of IT systems, databases, and content management systems.
- Highly effective relationship management, networking and negotiation skills; and an ability to challenge peoples' thinking in constructive ways.
- Excellent project management skills.
- Excellent oral and written communication skills, with fluency in English; strong presentation skills and the ability to present complex ideas clearly for a variety of audiences.
- Commitment to cultural diversity and equal opportunity.
- Australian citizenship, residence or appropriate work visa.

Desirable

- Proven experience in thought leadership and data analysis on arts and/or culture.
- Fluency in more than one language.
- Experience working in the arts and culture sector.
- Proven knowledge of arts and cultural policy and the value of public support.
- Proven experience in applying new models of data collection and analysis.
- Demonstrated expertise in government relations, NGOs and service organisations.
- Relevant experience working internationally and in culturally diverse settings.

If you wish to discuss your interest in the position, please contact Magdalena Moreno Mujica, Executive Director, on 02 9215 9048 or jobs@ifacca.org