**DRAFT**

**KM Information Architect**

The KM Information Architect is responsible for creating and executing a framework and

processes for Knowledge Management within the organization. The KM Information Architect oversees the creation, refinement and integration of all IT systems, portals and databases as it relates to the KM operating environment.

The KM Information Architect works with the leaders of KM and IT, and the KM Content Managers to help lead the alignment and ensure the proper scalability and functionality of KM systems with added value to the organization’s stakeholders.

**Reporting Relationship:**

There seems to be several possible options for the location of the KM Information Architect in an organization:

1. Chief Knowledge Officer
2. Chief Information Officer

**KM Information Architect Competencies:**

The competencies necessary for a KM Information Architect will include the following knowledge, skills, abilities, and attributes.

**Knowledge:**

1. Knowledge of how to architect a vision and strategic direction for the development of the KM platform and tools set necessary for business sponsors
2. Knowledge of how to design and maintain the KM platform and various technical tools and databases
3. Knowledge of how to design and maintain performance expectations of the KM platform and application tools regarding quality, cost and timeliness
4. Knowledge of how to develop and operationalize knowledge management frameworks
5. Knowledge of designing and building IT systems and KM platforms
6. Knowledge of how to establish an integrated IT enabled framework across functional stakeholders
7. Knowledge of how to establish an integrated IT enabled framework across functional stakeholders
8. Knowledge of how to ensure the scalability of a technology platform to support the KM requirement of the organization
9. Knowledge of how to design of application requirements and development of websites supporting global information sharing
10. Knowledge of managing and integrating global, regional and community of practice web sites as appropriate

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**Skills:**

1. Skilled at designing KM architectures and applications in an organization
2. Substantial skills and experience in project and matrix management
3. Skilled at working within and leading cross-functional teams
4. Skilled at leading the identification, prioritization and resource allocation of opportunities for the development of new KM platforms and applications to better support current or future global initiatives
5. Skilled at ensuring resources and programs are in place to provide adequate training of all system users
6. Skilled at architecting and designing KM components, platforms, applications, processes and systems
7. Skilled at overseeing, directing and managing the organization’s content architecture

**Abilities:**

1. Ability to travel domestically and internationally when required to attend key internal and relevant meetings
2. Ability to articulate and negotiate budget and resource issues with senior management

**Attributes:**

1. Content expertise
2. Systems thinker
3. Process oriented
4. Detailed oriented
5. Planner
6. Positive attitude
7. Influencer
8. Persuasive
9. Executive presence
10. Strong work ethic
11. Networker
12. Strategist
13. Flexible
14. Idea generator
15. Open minded
16. Fosters innovation
17. Strong project manager
18. Consensus builder

**Requirements:**

Bachleor’s degree in Computer Sciences, with an emphasis on Information Systems Engineering

Master’s degree in KM Information Architecture

**Experience:**

5 – 8 years of Information Architecture experience and in-depth business and operational experience of the KM and IT Industry

Experience should include leading the creation and implementation of domestic and/or global IT initiatives, related budget development, operations management, and resource planning