**Draft**

**KM Network Advisor**

The KM Network Advisor is responsible for leading teams of KM Workers within the organization to facilitate the transfer of knowledge and impact revenue generation and service delivery among practicing communities of practice. The KM Network Advisor affects change through the development of leading KM practices with people, process, technology, and content leveraging of the organization’s intellectual capital.

**Reporting Relationship:**

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

1) Reporting to a CKO/KM Leader in a KM center

2) Reporting to a CIO/Information Services leader

3) Reporting to a business unit leader, Industry, or service line leader

**KM Network Advisor Competencies:**

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

**Knowledge:**

1. Knowledge of how to develop and implement knowledge strategies, plans and processes for the acquisition, storage and use of internal knowledge and thought leadership through networks
2. Knowledge of how to consult with and advise knowledge managers in order to maximize knowledge sharing and reuse
3. Knowledge of how to develop and deliver training and coaching specific to knowledge networks
4. Knowledge of how to develop plans on information and knowledge initiatives and coordinate communication tools, (i.e., verbal, written, virtual, visual, and electronic) among community of practice networks
5. Knowledge in the use of KM applications, social networking tools, and IT applications

**Skills:**

1. Skilled at interacting with the organization’s leadership to build and maintain knowledge relationships
2. Skilled at accomplishing goals through building and managing effective teams
3. Skilled at technical training
4. Skilled at verbal and written communication and exceptional executive-level presentations
5. Skilled at serving as the central point of contact for knowledge specific to various communities of practice networks
6. Skilled at connecting people-to-people and people-to-information
7. Skilled at aligning the organization’s KM and IT products and services to specific internal customer networks or communities of practice
8. Skilled at developing and delivering presentations on knowledge management to all levels of the organization and external clients
9. Skilled at deploying KM tools to business unit practitioners and communities of practice by providing tools training and updates on new or enhanced tools
10. Skilled at developing and documenting processes for knowledge acquisition, review, sanitation, submission and cleanup
11. Skilled at summarizing information and developing an overall strategy to address business needs

**Abilities:**

1. Ability to interface with all levels of management
2. Ability to work independently and meet deadlines in a fast-paced environment
3. Analytical abilities
4. Strong Internet skills
5. Ability to supervise multiple groups
6. Ability to think analytically and understand key issues, and synthesize solutions from diverse, complex situations
7. Ability to effectively listen and be open to the opinions and feedback of others
8. Ability to influence and persuade others
9. Ability to prioritize tasks and handle multiple assignments concurrently
10. Ability to bring closure to issues and communicate action plans to internal customers

**Attributes:**

1. Sets high standards
2. Attention to detail
3. Strong leadership
4. Produces high-quality, on time work products
5. Anticipates internal customer needs
6. Creative thinker
7. Idea generator
8. Positive role model
9. Sense of openness
10. Values different perspectives
11. Willing to explore new ideas and approaches
12. Treats all persons in a fair and professional manner

**Requirements:**

Bachelor’s degree with KM certificate supplemented by continuous learning in knowledge management

Master’s degree in Knowledge Management

**Years of Experience:**

Minimumof 8-10 years of experience in knowledge management.

Project management and/or information systems management experience.

Demonstrated knowledge and experience of industry and/or functional area assigned.