



Example of Knowledge Manager Job Description

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Our growing company is searching for experienced candidates for the position of knowledge manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for knowledge manager

- Manage all supporting intranet sites as centralized hubs for access to and information on available external research content
- Manage project work and engage in professional development of aligned India-based Knowledge Analysts
- Candidate will have 5-8 plus years of prior relevant experience, preferably in a professional services or investment banking environment
- Candidate will have a Bachelor's degree in Business, Management Information Systems, Library Sciences, and/or Communications
- Candidate must have extensive experience in the selection, use and deployment of third-party research licenses at the enterprise level, combined with demonstrable solid experience in both vendor and end user management
- Ideal candidate will be a creative, collaborative and independent thinker with strong relationship-building skills ability to think critically and be a proactive problem solver
- Experience with electronic knowledge, repository management, intranets/portals, collaborative and social media tools, plus computer skills (Microsoft Office)
- Serve as a single point of contact for Strategy SGI Partners and practice professionals on all matters related to KM, knowledge sharing, and collaboration, including identifying means to continuously
- Assist in developing a global perspective on approaches to knowledge

- In conjunction with the Advisory Knowledge Lead define and manage service levels, critical success factors, and maturity model targets for the Strategy SGI knowledge program(s)

Qualifications for knowledge manager

- Develop and maintain knowledge of relevant skill and qualifications levels required by staff for effective performance
- Develop and maintain a skills matrix for all employees
- Assessing relevant training needs for employees
- Develop a framework for the development of employees and project managers by identifying key criteria for each development level and associated development plan to move through each level
- Ensure the continuous design of high quality, comprehensive induction and ongoing training programmes for new and existing employees by designing and implementing a comprehensive Delivery training programme
- Managing the planning and roll-out of L&D programmes, events and materials to support operational and functional objectives, inclusive of induction programmes, across delivery, internal and external