



POSITION TITLE: Knowledge Manager
LAST UPDATED: February 2019
LOCATION: Canberra, ACT

Ready to join a transformational team working at the forefront of location data intelligence? It's an exciting time to be part of the growing PSMA team, and this is a unique opportunity to grow your career in a fast-paced entrepreneurial environment.

ABOUT THE ROLE

The Knowledge Manager works within PSMA's People & Culture Squad. In this role you will be the champion of knowledge management across the organisation, facilitating the sharing of knowledge and improving its broader utilisation. You will create awareness of the principles of knowledge management and drive adoption of the behaviour and culture needed to embrace, develop, and promote it across PSMA.

This role is also heavily involved in identifying and managing process around the knowledge base at PSMA, as well as ensuring appropriate IT enablers are in place.

WHO WE'RE LOOKING FOR: ATTRIBUTES

To be successful in this role we need a passionate and dedicated person with a strong drive to initiate, influence and support knowledge-based initiatives. We operate with agile principles and therefore we look for resilience, nimbleness and a respectful collaborative mindset.

From your first day, you'll bring:

- an insatiable professional curiosity and ability to learn new skills
- a positive can-do attitude and integrity in your decision making
- a focus on accuracy, efficiency, confidentiality and timeliness in carrying out all duties
- the ability to manage work with initiative and leadership
- a reliable and flexible approach to your workload and deadlines.

Importantly, we need you to be a role model of PSMA values and enhance our already impressive [team culture](#).

WHAT WE'RE LOOKING FOR: SKILLS

To work effectively with PSMA, you'll need the following skills and experience:

Functional Skills

- Confident and effective communicator using various media
- A skilful listener with an open style; good at facilitating discussion
- Excellent influencing skills
- Good networking and sharing of ideas and success

- Clear and up-to-date understanding of business situation and processes and good working knowledge of organisational strategy
- Ability to think strategically in terms of culture and behaviour, business processes and technology and tools
- Good appreciation of customer needs at both operational and strategic levels
- An understanding of the principles of knowledge management.

Interpersonal Skills

- Ability to work in a culturally diverse environment
- Commitment to collaborating across the organisation to improve processes relevant to the successful operation of the company
- Role model behaviours that always support PSMA Values.

JOIN OUR TEAM OF INNOVATORS

Data was once an abstract idea. Today it's woven through our lives, linking the physical and the digital, informing the choices we make in rapidly evolving social and geographical landscapes.

PSMA Australia is a trusted source of accessible location data, and an independent and self-funded company owned by the governments of Australia.

Promoting innovation is our cause. In the data-driven economy, our data powers new technologies, products and processes, improves productivity and stimulates economic growth.

With a history of collaboration and a culture of shared thinking, we push beyond what we know today to approach new challenges with a fresh perspective.

The result? For businesses and governments, the data required to make better decisions. For our people, the chance to build a meaningful career solving real-world problems.

Are you ready to join us?

Our Values

- **Passionate about people.** We're passionate about making a difference and putting people first in the decisions we make.
- **Proven knowledge.** We have a continual thirst for knowledge, experts who are always looking to learn.
- **A leader's mindset.** We're agile and nimble, leading the way through our innovative and creative thinking.
- **Respectful collaborators.** We're respectful, optimistic and encouraging, celebrating diverse backgrounds and perspectives.