



JOB DESCRIPTION

POSITION TITLE: information Executive

Position Holder: Cesare Mosconi

Date: 18th July 2014

Business Unit: ICAR & Service ICAR

Location: Rome

Reports to: Chief Executive

POSITION SUMMARY:

To develop, support and operate the information system required by ICAR and Service ICAR to run effectively and efficiently.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

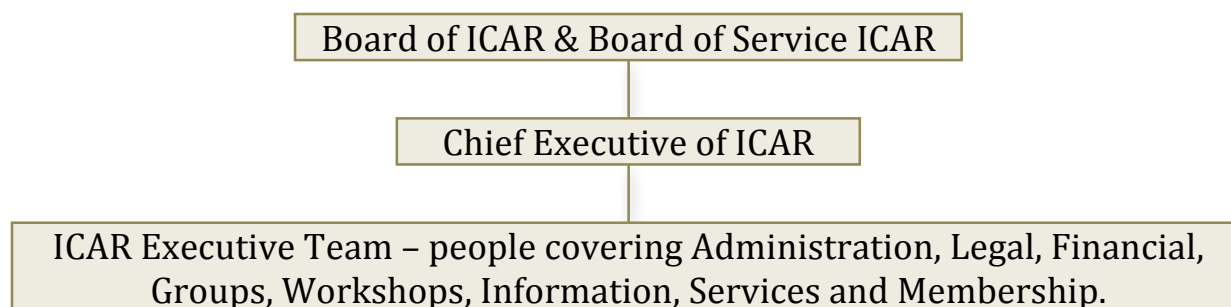
Other direct costs under your control: N/A

Other information: N/A

Comments on any changes likely within 12 months:

ICAR & Service ICAR will have a new Chief Executive within 12 months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.

The restructuring currently in progress may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULTS SUMMARY



Main Result	Objective
Groups	- Assist the activities of the ICAR Groups by providing the tools and information system needed to support their activities including those for communication exchange, data collection, enquiries, general organisation, ICAR accreditation, report preparation and guideline updating. - Maintain list and codes of approved and tested devices for Identification and Recording on ICAR Website.
IT management & back-ups	- Ensure a smooth operation of all IT related communication systems and databases and the failsafe backup of them. - Ensure that there is an adequately trained and informed backup person available in the event that you are not available to ensure 365-day operation of the information system. - Regular maintenance of the ICAR server and the domains managed by ICAR and Service-ICAR. - Proper maintenance and creation of the email accounts and profile to access the server from remote to share files among the Groups. - Proper maintenance to insure the operation of the email accounts via web.
Information system development	Work with the CE to: - identify future information system needs, evaluate available tools, identify resources required for development and maintenance - make the case for investment - select developers and - work with appointed developers to implement information system enhancements.
Guidelines	Develop, support and maintain the ICAR Guidelines in accordance with the business processes for Guideline maintenance enabling all members to have easy and ready access to all relevant guideline material.
Contact database	Develop, support and operate the Contact database for ICAR and Service ICAR enabling the Board, Executive Team and Groups to communicate directly and efficiently with all relevant stakeholders.
ICAR knowledge dissemination	- Disseminate knowledge throughout ICAR and Service ICAR via the Internet, website, printed material and other publications using the latest technology. - Ensure all records are available for future reference.
Facilitating workshops & conferences	Facilitate the organisation of workshops and conferences by providing information system and organisational support.
Team Work	Assist the activities of the Administration Executive and other members of the Executive Team by ensuring the ICAR information system provides the tools they need and it meets their operational needs.
Communication	Be an ambassador for ICAR and Service ICAR.
Keeping own IT knowledge current.	Identifying courses to attend and equipment that would ensure that ICAR & Service ICAR are abreast of the latest time and money saving systems.

The following table lists the currently identified business processes that the position holder is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution you make to the Outputs below, as well as the nature of the working relationships will be considered in assessing your performance at annual review.

BUSINESS PROCESS DETAILS

As contained in ICAR Business Processes version dated 12th July 2014.



No.	Name	Description	Outputs
A6	Record Annual ICAR Meeting	Create and retain a record of the annual ICAR meetings (Technical Workshop and Biennial Meetings in alternating years).	All papers and presentations available via ICAR website. Technical Bulletins (Interbull and for any special ICAR Group workshop). Production of Proceedings and/or any informative material (videos, PPT, Summaries, etc).
GR2	New guideline or standard	Develop, Support the review and publish new or amended guidelines and standards.	ICAR guidelines and standards available from ICAR website.
P1	Publish Technical Bulletin	Compile and publish technical bulletins containing important technical information arising from meetings, workshops or activities of ICAR Groups.	Bulletin available from ICAR website. Printed copies available where agreed and funded. Circulation through e-mail alerts.
W4	Create Permanent Record of Workshop	Create a publically accessible permanent record of the papers, presentations, discussions and agreements reached in each Special Workshop.	Material on ICAR Website.

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the position holder is responsible. These are also subject to change in consultation and agreement with the position holder's manager.

Nil.



WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
Chief Executive	To receive guidance and provide support for meetings and provision of material via the ICAR website.
Administration Executive	Supporting the Administration Executive by providing IT systems, assisting with distribution of information and material to members, groups, service users and service providers.
Groups Executive	Maintaining Group membership Lists, keeping website updated.
Group Chairpersons	Organising webex™ and tele-conference meetings. Updating website. Providing IT tools to facilitate Group work.
Services Executive	Keeping website current.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
Science degree in field of biology or science.	
Professional qualifications in IT management at university level.	
Proficiency in English and at least one other major language.	
Experience in IT systems.	
Knowledge of ICAR, its organization and functions	

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English.	Proficiency in other languages.
Skilled in building, maintaining and operating state-of-the art information systems.	
Ability to work well as part of a team.	
Pleasant personality, energetic and job focused.	
Work sample test.	

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.