

IFAC

Position Specification

Chief of Operations, Professional Standards



International Auditing
and Assurance
Standards Board®



International
Ethics Standards
Board for Accountants®



International Public
Sector Accounting
Standards Board®

February 2019

POSITION SPECIFICATION

Position	Chief of Operations, Professional Standards
Department	Office of Professional Standards, IAASB IESBA IPSASB
Position Location	New York City, NY
Reporting Relationship	Managing Director, Professional Standards

BACKGROUND

The IAASB, IESBA and IPSASB are independent global standard-setting bodies that serve the public interest by setting high-quality international standards for audit & assurance, ethics for professional accountants, and public sector accounting, respectively, and by facilitating the global adoption and use of their international standards.

Each standard-setting board (SSB) is supported by a team of highly-qualified professional and administrative staff. Led by the SSB Technical Directors, with oversight by the Managing Director, Professional Standards, the staff teams work closely with their SSB to develop and implement the Boards' strategies and work plans, and related activities. The structures and processes that support the operations of the SSBs are facilitated by IFAC.

The Chief of Operations, Professional Standards, is a new cross-SSB position established to further advance SSB service delivery capacity, efficiency and effectiveness. The position serves the objectives to:

- Enhance SSB organizational management capabilities, by expanding the SSB management team's overall strength in essential operating areas.
- Expand SSB technical staff capacity, by improving the efficiency of SSB leadership decision-making in relation to organizational management, administration and operational matters, and re-directing technical staff focus to SSB program needs.
- Further enable the Managing Director to focus on supporting the SSB Chairs, with the Chief of Operations focused on facilitating the effective and efficient implementation of the SSB teams' operational initiatives.

The Chief of Operations operates within the overall strategic orientation and decision-taking of the Managing Director, as informed by and determined in consultation with the independent SSB Chairs. The Managing Director, SSB Technical Directors and Deputies, and Chief of Operations operate in close collaboration and partnership.

The position provides a unique opportunity to work in a dynamic, collaborative, multi-cultural, and collegial environment, and to advance the caliber of the operational practices of the global SSBs.

The Chief of Operations will require strong working relationships both with the SSB Technical Directors and Deputies, given the interrelationship between SSB programming and operational matters, and with IFAC management given the support services IFAC provides to the SSBs.

KEY RESPONSIBILITIES

The Chief of Operations, Professional Standards, serves an essential role in the management team of the SSBs and as a resource to the Managing Director. The Chief of Operations' primary concern

is the relevance, efficiency and effectiveness of operational activities surrounding the standard setting work of the SSB staff teams and supporting the related decision-making process. In addition, the Chief of Operations supports the Managing Director on matters of emerging interest.

Essential duties and responsibilities include those set out below. Fulfilling these duties and responsibilities will require working closely with the SSB management team and SSB Chairs as appropriate. Other duties may be assigned to meet SSB organizational needs.

- Within the context of the SSB strategies and work plans and IFAC service arrangements, undertake decision-making analysis and facilitate execution and reporting of:
 - SSB Budget & Finance activities
This includes supporting development of SSB budgets, monitoring of expenditure, variance analysis, identifying and recommending operational efficiency improvements, and reporting to SSB leadership and oversight bodies, and functionally to IFAC.
 - SSB Human Capital activities
This includes developing, monitoring and managing of KPIs/metrics; supporting recruitment & onboarding (including secondments), through tailoring of IFAC-wide Human Capital practices to SSB needs or developing SSB-unique practices as necessary; and working closely with the Managing Director to enhance employee engagement and effect the changes necessary to support our desired culture.
 - SSB Communications practices
This includes supporting SSB Communications strategies, planning and schedule-coordination with IFAC Communications, and the SSBs' Handbook process.
 - SSB Information Technology initiatives
- Support Managing Director discussions with IFAC concerning IFAC service delivery under the IFAC-SSB service level arrangements.
- Design, implement, and monitor relevant systems, processes, and procedures to facilitate effective and efficient project management, resource planning and allocation; establish relevant KPIs/metrics; initiate technology modernization improvements and other operational reform; and identify, develop and implement, where appropriate, standard operating practices.
- Support the further development of the SSB staff structure, including competency-based teams, and lead transition and implementation activities.
- Manage existing grants and develop process around securing additional grants to progress the work plans of the SSBs, including in particular funding opportunities for the IPSASB.
- Execute new SSB initiatives or imperatives, as identified by the Managing Director or in consultation with SSB Chairs.
- Orchestrate SSB management team meetings, and periodic SSB-wide team meetings, to facilitate communication, dialogue, coordinated action, and decision-making.
- Participate in SSB leadership and Planning / Steering Committees as and when required, and in IFAC Management Advisory Team meetings.

The responsibilities of the position may need to be phased over a period of time, and some may require a higher level of activity at the start followed by normalization over time.

PROFESSIONAL EXPERIENCE & QUALIFICATIONS

The holder of the position will be self-motivated, dynamic and proactive, and hands-on. He or she

will have a strong ability to identify, synthesize, assess and prioritize operational issues or improvement opportunities, and to develop solutions and drive for results. He or she will be confident and competent in dealing with others in effecting change, including collaboration and diplomacy skills to achieve consensus from a range of viewpoints. The position requires excellent organizational and project management skills, with flexibility especially important. Strong written and oral communication skills are essential.

The ideal candidate will be a senior level individual with relevant experience to the identified duties and responsibilities. Prior experience with the operation of standard setting or similar boards or committees is desirable.

In addition, the ideal candidate will possess the following skill set:

- Commitment to quality processes and products
- Ability to build relationships, and work in a multi-cultural environment
- Ability to communicate effectively at all levels of seniority
- Ability to collaborate and promote teamwork
- Strong decision-making skills, and ability to challenge the status quo, anticipate and champion change, take initiative and innovate
- Ability to engage on and manage multiple priorities and work to internally and externally imposed deadlines, and a strong sense of accountability

The Chief of Operations must be willing to travel frequently to Toronto, Canada, and occasionally, as needed, internationally for meeting purposes; approximately 15 days a year.

COMPENSATION

A competitive compensation package will be offered.

APPLICATIONS

Applications are invited by March 31, 2019.

Interested candidates should submit a resume (CV) and cover letter at <http://www.ifac.org/about-ifac/careers-ifac>

IFAC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran and basis of disability or any other federal, state, or local protected class.