

# **JOB DESCRIPTION**

## **TECHNICAL DIRECTOR**

### **International Valuation Standards Council**

March 2010

#### **I. Position Summary**

The Technical Director is a member of the IVSC Management Team and reports directly to the IVSC Board of Trustees. He/she is expected to be an active participant in the strategic planning and management of the organization working co-operatively with the executive director in their role as secretary of the corporation. The Technical Director works closely with the Chair and Deputy Chair of the IVSB and IVPB to plan and implement the work plans of those boards. The Technical Director, acts as a public representative of the IVSB and IVPB, as well as IVSC as a whole, and is responsible for the development of positive relationships with external stakeholders and the promotion of IVSC's mission and executing the strategic plan developed by the Board of Trustees to evolve the IVSC into the foremost international valuation standard setter for tangible and intangible assets.

#### **II. Duties and Responsibilities**

The Technical Director, will coordinate the work of the IVSB and IVPB and, as appropriate, associated task forces. The Technical Director will supervise the work of the IVSC technical staff (if any), as well as any work done for IVSC by contracted external parties or by individual member bodies (e.g., project assignments).

Responsibilities include, but are not limited to:

- Guide, advise, and assist in implementing a strategy and work program for the IVSB and IVPB as developed by the IVSB and IVPB Chairs and members;
- Oversee the work of the IVSB and IVPB and manage staff, monitoring quality, timeliness and the relevance of work to strategic objectives;
- Oversee the development of the IVSB and IVPB and manage the development of technical staff;
- Undertake or direct research for new projects and initiatives;
  - Edit/revise standards and guidance (exposure drafts and final versions) as directed by the IVSB or IVPB;
  - Monitor the strategy, progress and quality of deliverables of individual task forces;
  - Support the IVPB / IVSB chair in response to new developments, emerging issues, strategies and technical or administrative matters;

- Research and prepare response to technical inquiries in consultation as appropriate with the Chairs of IVSB/IVPB;
- As considered necessary, develop and oversee distribution of letters to discussion papers and exposure draft respondents acknowledging receipt of comments;
- Prepare agendas and papers for boards/task forces or other ad hoc meetings;
- Undertake direct responsibility for selected projects, as appropriate and as directed by the IVSB and IVPB Chairs, or IVSC Board of Trustees;
- Attend IVSB and IVPB meetings and, as necessary, task force meetings;
- Assist the Board of Trustees and Executive Director, and IVSB and IVPB Chairs in liaison responsibilities with outside organizations and member bodies;
- Represent IVSC and the IVSB and IVPB at conferences and meetings, in consultation with the Executive Director and as directed by the Board of Trustees;
- Participate in the development and implementation of the IVSC strategy and operational plans;
- Prepare and submit an annual budget for the IVSB and IVPB and monitor actual expenses against budget;
- Working with the Chairs of IVSB/IVPB, prepare regular progress reports and an annual report of the IVSB and IVPB for the Board of Trustees;
- Work with the Executive Director, in progressing the adoption and implementation of IVSB and IVPB pronouncements; and
- Work cooperatively with the Executive Director to complement that role which is responsible for governance and management functions as they relate to the IVSB/ IVPB and the broader IVSC.

### **III. Qualifications**

The position requires a senior level qualified professional valuer with significant technical experience. The Technical Director should have deep knowledge and practice experience in a range of professional activities, with special emphasis on valuation services. Additionally, as a publicly visible representative of the IVSB and IVPB and IVSC, the Technical Director must be articulate and confident in interactions with the press, members of the profession, and international regulators. The position demands a fluent command of both written and spoken English, with knowledge of other languages highly desirable.

The Technical Director must be a self-starter, able to act on his/her own initiative, with the interpersonal skills to lead the work of the technical staff (if any). He/she should have excellent skills in negotiation and diplomacy to achieve consensus from a wide range of viewpoints, and with diverse cultures. The Technical Director must be able to be effective with the accounting and other professional standard setting boards and regulators to be able to help guide the IVSC to its goal of being the recognized international valuation standard setter for all asset classes.

Additionally, the incumbent will have:

- A professional valuation qualification or equivalent recognized qualification;
- Excellent knowledge of existing International Valuation and Appraisal Standards; good awareness of key national valuation and appraisal standards; and awareness of other relevant international standards such as various international financial reporting standards or international standards on auditing;
- Excellent knowledge of the broad array of valuation related services and their particular and unique valuation-related issues
- Detailed understanding of the interrelationships between and among the various valuation related services and other professional disciplines
- Standard-setting experience;
- Excellent oral and written communication skills and computer skills;
- Strong organizational skills;
- Ability to liaise with senior members of the valuation profession and senior officials from other external organizations;
- Ability to work with diverse cultures;
- Ability to manage multiple priorities and work to internally and externally imposed deadlines;
- Commitment to quality processes and products;
- Strong interpersonal and staff management skills, with flexibility especially important.

The successful incumbent will be a self-starter, able to work with limited supervision and able to respond quickly to issues.

#### **IV. Location and travel**

The position is located in the London office of the IVSC

The demands of the role require international travel about 20% of the year.

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Employee Signature/Date