

## Key aspects of role:

- Facilitate the capture, use and dissemination of knowledge
- Maintain KM policies and protocols, systems and processes.
- Produce horizon scanning reports and digests that summarise and synthesise the best available evidence.
- Search for literature and summarise findings to ensure decisions are based upon research evidence
- Maintain and disseminate knowledge assets, including logs of lessons learned.
- Facilitate sessions using knowledge management tools and techniques to encourage learning and innovation
- Train staff to use Knowledge Management tools and techniques to ensure staff are using knowledge effectively and efficiently.

## Impact of role:

### Knowledge Officer uses expertise to create a user-friendly resource package

The Knowledge Officer sourced and synthesised information to create a user friendly resource package for use by the North West Veterans Champions Network.

*"The resource was well received by the network of champions and external stakeholders. The network members all do the Champion role as an adjunct to their day job; they don't have time or capacity to seek out resources themselves. The resource wouldn't have happened otherwise, and effectiveness of supporting the network would have been reduced."*

*NW Lead for Veterans and Reservists*

[Skills & Knowledge \(PKSB\)](#)

[Generic Person Specification](#)

[Communities of Practice and Key Contacts](#)

[Say Hello to Katie!  
Knowledge Officer](#)

