Technical Asset Manager  
Open Digital Framework Curator & Editor  
Location: UK, Western Europe or US East Coast

Introduction to TM Forum
We are an alliance of 850+ global companies working together to break down technology and cultural barriers between digital service providers, technology suppliers, consultancies and systems integrators.

Our work is defined by our members, which include 10 of the world’s top 10 network and communications providers and stretch across 180 countries. Our members tap into each other’s collective experiences and abilities to collaboratively solve complex industry-wide challenges, deploy new services and create technology breakthroughs to accelerate change.

We help communications service providers (CSPs) and their suppliers to digitally transform and thrive in the digital era. We do this by providing an open, collaborative environment and practical support which enables CSPs and suppliers to rapidly transform their business operations, IT systems and ecosystems to capitalize on the opportunities presented in a rapidly evolving digital world. You can learn more at www.tmforum.org.

Diversity & Inclusion at TM Forum
TM Forum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

This is a full-time remote-working position, but some international travel may be required post pandemic with ability to work flexible hours as needed to accommodate team calls in different time zones. Our people are unique and many of our staff work flexibly in many different ways. Please talk to us at interview about the flexibility you need. We can’t promise to give you exactly what you want, but we do promise not to judge you for asking.

Role Overview
We are looking for an experienced curator and editor of digital assets to oversee our Open Digital Framework. The Open Digital Framework (ODF) comprises documents, standards specifications and software code which TM Forum members use to help their digital transformation journeys. Our objectives for the role are:

1. To establish and maintain a high standard of quality and consistency for ODF assets
2. To make ODF assets easy for TM Forum members to find, understand and use

The Open Digital Framework Curator will report to the EVP Member Products & Services and will work closely with the collaboration program leaders, program management office, head of product design, and TM Forum’s marketing team.
Responsibilities

- **Curating**
  - Ensuring the consistency of the metadata associated with ODF assets (tags, status, dates…)
  - Packaging related assets into suites and **Toolkits**
  - Facilitating the creation, publication and sharing by members of ‘Playbooks’ (recipes for how to use ODF assets to solve business challenges)
  - Working with the head of product design to establish and document end user requirements for the content platforms and front-end products used by members to discover ODF assets (e.g. Resource Library, ODF microsite, API Table, Digital Knowledge Center…)
  - Managing the governance process for key diagrams used within various ODF assets, and establishing systems and processes so that members can easily incorporate the most recent versions when updating documents
  - Maintaining templates for documents, presentations etc.

- **Editing and Quality**
  - Creating ‘cornerstone content’ introducing newcomers to key areas of ODF
  - Reviewing key ODF assets for quality and consistency as they are created, including copy editing as required
  - Working with TM Forum’s marketing and IT teams to design ideal digital customer journeys for professional users wanting to find and use ODF assets

Experience & Skills

- A good understanding of telecoms operations and processes (sufficient to understand ODF assets at a high level, but not necessarily the technical detail)
- At least 3 years’ experience authoring and/or curating complex digital assets
- Thorough and rigorous, with great attention to detail
- Good written and verbal communication skills
- Systematic and analytical, comfortable working with data
- Familiarity with TM Forum would be an advantage
- Work collaboratively and cross-functionally across the business
- Competent Microsoft Office user: Word, PowerPoint, Excel
- As a global organization, exposure to working with colleagues and project teams across multiple geographic locations and cultures
- Must have a dynamic and flexible attitude and the ability to work with people at all levels in the organization
- Strong analytical, planning, and organizational skills with the ability to manage competing demands
- Proven ability to lead development projects and ensure objectives, goals, and commitments are met
- Native English, or 100% fluency
For immediate consideration, please email your resume to recruit@tmforum.org.

An Equal Opportunity Employer

TM Forum does not accept resumes from unauthorized agencies and search firms. Resumes submitted on this site by unauthorized third-parties will not be considered for posted positions and are not eligible for any compensation. All third-party agents and search firms must have an approved contract with TM Forum to submit resumes on behalf of candidates.