

IFSF Ltd

Job Specification: Projects Manager

Version: Draft

Date: 4th May 2021

Background

IFSF is a forum of international petroleum retailers with the common objective of harmonisation of equipment interconnectivity and communication standards for use in the Petroleum Retail Business. IFSF standards allow fuel retailers to create multi-vendor systems around the best products on the market, as well as providing a flexible, open platform for electronic payments and funds transfer.

First established in 1993, IFSF now comprises seven full members (fuel retailers) plus over a hundred supplier organisations in other grades of membership.

Among other key activities, IFSF have recently been actively developing APIs fit for the forecourt industry by creating design rules, implementation guides and an API Data Dictionary. This work has been undertaken jointly with Conexus, the North American organisation dedicated to the development of standards for the convenience and petroleum markets.

The Position

The Projects Manager is appointed by, and reports to, the IFSF Board. The tasks of the Projects Manager are listed below:

- To act as Projects Manager for IFSF Ltd., reporting to the IFSF Executive Committee.
- Facilitate the creation of project requirement documents, together with the Chairs of IFSF Technical Working Groups.
- When agreed and for agreed activities, act as the Chair of IFSF Technical Working Groups. These Working Groups can be organised jointly with Partner Organisations.
- Coordinate the activities of IFSF's Technical Working Groups.
- Lead IFSF projects through the required phases, which may include: selecting suppliers; commissioning work on behalf of IFSF and, when applicable, jointly with Partner Organisations; organising acceptance including testing; formal handover; and delivering the completed work or product into the appropriate IFSF mechanism for distribution to members.

- Monitor project progress to ensure it is delivered to the agreed time schedule, budget and quality, raise and attempt to resolve any concerns with the relevant parties, and escalate unresolved issues as required.
- Provide regular reports on project progress and status to the Executive Committee.
- Join relevant IFSF meetings for project or other discussion as agreed with the Executive Committee, which may include IFSF Board meetings, Executive Committee meetings, Partner Organisation meetings, the Technical conference and Working Group meetings.
- Advise the IFSF Chair, Executive Committee and Board on technical issues related to IFSF's scope of work.
- Participate in the development of IFSF budgets.
- Contribute news, publicity or technical material about project which may be distributed in various IFSF media formats or presented by you at conference or other events.
- Carry out such other duties as may be agreed from time to time with the Executive Committee.

The Person

- Will have an extensive knowledge and experience of the fuel retailing industry.
- Will have a deep technical understanding of IT/Fuels Retail Engineering/Retail Forecourt Technology.
- A knowledge of the major actors in the industry is highly desirable.
- Experience in the development and use of APIs is essential.
- Must not be a serving employee or officer of any IFSF member company while holding the Projects Manager role. (Current employees of a member company who will leave before taking the IFSF Projects Manager role are acceptable, subject to their current employer's agreement).
- Will be an effective manager of people, able to co-ordinate the work of the Board and Executive Committee and foster co-operation between team members, as well as with key representatives of Partner Organisations.
- Will speak English to a good business standard, other language skills are an advantage but not essential.
- Will be able to demonstrate an awareness of, and ability to work with, many different cultures.
- Will be a good communicator, able to convey the organisation's message to contractors, member organisations (+ potential members) and outside bodies (other standards organisations, regulatory bodies, etc).
- Will be regarded as an enthusiastic team player with an open and collegiate management style.
- Will not be expecting this role to be a major source of income (e.g. may already have income from other part-time work or a pension scheme).

- Will be free to take up other duties for another organisation or organisations, subject to review with the Executive Committee to ensure that there is no conflict of interest and as long as appropriate priority is given to the needs of IFSF Ltd.