

## **JOB DESCRIPTION TEMPLATE**

Career Ladder:	Leadership and Management
Business Title:	Chief Information Officer (CIO)
Department:	
Department Code:	
Level:	

### **Job Summary:**

The Chief Information Officer engages with the University community to define and implement a vision for the role of information technology that aligns with the strategic direction of the university.

### **Organizational Status:**

### **Work Performed:**

#### Specific Duties:

### Core Duties:

- Engages with the University community to define and implement a vision for the role of information technology that aligns with the strategic direction of the university.
- Facilitates the translation of the information technology vision and strategy into department strategies, tactical plans and initiatives.
- Inspires change and growth in the department, encouraging new ideas, removing barriers, and being responsive to innovative enterprise wide business solutions, programs and services.
- Addresses challenges and decisions having an organizational impact, including those issues that may affect university profile in the external community.
- Oversees all departmental human resource practices, ensures for a safe and respectful environment that attracts and retains exceptional people, and develops leadership strength within executive team for current and succession planning purposes.
- Develops partnerships with key stakeholders across the university and acts as the university's representative to regional, national and international agencies and organizations.
- Oversees the financial functions of the division including development and control of division budget.
- Maintains appropriate professional designations and up-to-date knowledge of current information technology techniques and tools.
- Performs other related duties as required.

### **Consequence of Error/Judgment:**

### **Supervision Received:**

**Supervision Given:**

**Education/Work Experience:**

**Skills:**

**Competency Proficiency:**

<b>Core Competencies:</b>
<u>Collaboration (Expert – E):</u> Identifies and improves communication to bring conflict within the team into the open and facilitate resolution. Openly shares credit for team accomplishment. Monitors individual and team effectiveness and recommends improvement to facilitate collaboration. Considered a role model as a team player. Demonstrates high level of enthusiasm and commitment to team goals under difficult or adverse situations; encourages others to respond similarly. Strongly influences team strategy and processes.
<u>Communicating for Results (Expert – E):</u> Converses with, writes strategic documents for, and creates/delivers presentations to internal business leaders as well as external groups. Leads discussions with senior leaders and external partners in ways that support strategic planning and decision-making. Seeks a consensus with business leaders. Debates opinions, tests understanding, and clarifies

judgments. Identifies underlying differences and resolves conflict openly and empathetically. Explains the context of multiple, complex interrelated situations. Asks searching, probing questions, plays devil's advocate, and solicits authoritative perspectives and advice prior to approving plans and recommendations.

**Problem Solving (Expert – E):**

Anticipates problem areas and associated risk levels with objective rationale. Uses formal methodologies to forecast trends and define innovative strategic choices in response to the potential implications of multiple integrated options. Generates and solicits the approval of senior leadership prior to defining critical issues and solutions to unclear, multi-faceted problems of high risk which span across and beyond the enterprise.

**Role Based Competencies:**

**Accountability (Expert – E):**

Defines strategic areas of responsibility. Plans and decides upon the reassigning and restructuring of significant organizational resources. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance.

**Developing Others (Expert – E):**

Sponsors and reviews long-term learning needs, career paths, and succession plans for organizational leaders. Assesses skills portfolio and organizational training plans to meet future business needs. Mentors and develops critical talent for the future including top team successors. Sets objectives and accountabilities for developing individuals across the organization. Reviews and reinforces the execution of training and development plans. Provides counsel and guidance to senior business leaders.

**Strategic Technology Planning (Expert – E):**

Recommends long-term best-in-class policies and plans that will provide enhanced support across the enterprise. Sponsors, coordinates, and approves the enterprise strategic technology plan. Steers enterprise initiatives that support the technology strategy. Allocates and aligns resources to meet the objectives of the plan. Partners with senior enterprise leaders to integrate the strategic technology plan with the enterprise long-term plans.