Date completed/revised:

Position Details

Title	CTO – Chief Technology Officer
Reports To	Insert title, not individual's name
Department	Executive
Position Status	☐ Employee ☐ Contractor ☐ Consultant ☐ Full-Time ☐ Part-Time ☐ On-going ☐ Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	☐ Yes ☐ No Comments if applicable
Overtime Exemption Status	☐ Exempt ☐ Non-Exempt
Variable Compensation	☐ Bonus ☐ Commission ☐ Shift Premium ☐ Car Allowance ☐ Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row ☐ Clerical ☐ Administrator ☐ Coordinator ☐ Manager ☐ Director ☐ VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ◆ Title. Insert additional bullets as required ☐ Not Applicable

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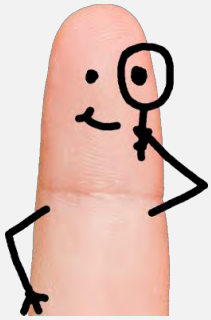

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a. Establishes the Company's technical vision, strategies, and plans for growth through effective use and application of the latest technology trends and advancements.

b. Identifies risks and opportunities for delivering the Company's services as a Insert type of business business, including identifying competitors, opportunities for innovation, and assessment of technical hurdles and marketplace obstacles.

c. Researches and identify technology platforms for delivering Company's services.

d. Develops strategic plans, road maps and sets timelines for evaluation, development, and deployment of all technical services.

e. Collaborates with necessary departments to assess and recommend technologies that best support the Company's needs.

f. Communicates the Company's technology strategy to customers, staff, management, investors and other stakeholders.

g. Helps the Company apply for patents.

2. Implementation & Deployment Example 20%

a. Insert requirements based on your business and technology. Below are examples.

b. Establishes and monitors a quality assurance process, including integration and system testing.

c. Selects, deploys, and monitors performance profiling procedures and tools.

d. Collaborates with necessary department heads such as marketing, production, and operations, acting as advisor of all technologies involved with the Company.

e. Ensures Company's technological services comply with all requirements, patents, laws, and regulations.

3. Operational Management Example 20%

a. Defines and communicates company standards and values for acquiring or developing systems, software, or equipment within the company.

b. Shares knowledge and educates the company's investors, management, staff, customers and stakeholders on the company's technological challenges and opportunities.

c. Manages recruitment and training of all development staff in accordance with company hiring processes and polices.

d. Develops, tracks, and controls the development and deployment annual operating budget for purchasing, staffing, and operations.

e. Ensures company technical problems are resolved in a timely and cost-effective manner.

f. Develops policies for sharing software code, technological innovation, business processes and other intellectual property to promote achievement of the company business goals.

g. Ensures that best practices and technology standards are maintained across the company.

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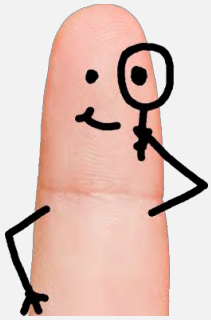

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Experience/Education/Training

Experience/Education/Training	Required	Preferred
A minimum of 8-10 years' experience in a strategic senior technology role	x	
Demonstrated technology wins from recent engagements	x	
Bachelor's degree in information technology, computer science, or related field	x	
Master's degree in information technology or a technology- related discipline		x
Insert experience, diploma, certification, training, or designation		

Position Success Traits

BUSINESS ACUMEN

- Understands the business we are in and key business drivers for performance.
- Operates with best-in-breed business practices.
- Uses sound commercial principles and viability in all areas of responsibility.
- Applies and balances information about business drivers and trends such as revenue, costs, customer needs, and short and long-term strategies to guide activities.

LEADERSHIP

- Influences, motivates, and empowers staff to work towards a common goal and achieve greatness.
- Understands our business and sector.
- Analyzes and plans proactively by identifying opportunities and threats.
- Helps to establish and communicate the vision.
- Provides information, knowledge, and methods to realize the vision.
- Coordinates and balances conflicting interests of stakeholders.
- Steps up and thinks and acts creatively in difficult situations.
- Acts honestly and with integrity.
- Gains trust and respect.
- Leads by example.

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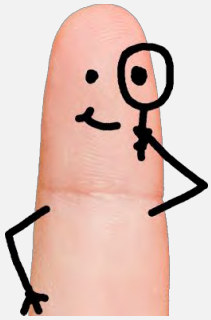

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- Personally investigates and digs deeper to understand new concepts, approaches, and cause-and-effect.

DRIVE FOR RESULTS / TENACITY / BIAS FOR ACTION

- Strives for results and focuses on reaching goals.
- Overcomes obstacles, pressure, difficult situations, and conflicting priorities.
- Sets high performance standards for self and others.
- Is tenacious, persistent, and resourceful.
- Translates ideas into action and execution.
- Understands how to get work done through others.
- Demonstrates discipline when exposed to distractions.

INTELLECTUAL HORSEPOWER

- Deals comfortably with complexity and new concepts.
- Quickly learns and assimilates complex information involving unfamiliar situations and circumstances.
- Analyzes, explains, and draws logical conclusions based on complex data from multiple sources.
- Quickly perceives implications and makes sound decisions.
- Demonstrates strong critical thinking skills.
- Cuts through non-essential, illogical, over-generalized, or unsubstantiated information.

Other/Comments

A high degree of travel is necessary for the position.

Insert any additional information here, if required. Delete this section if not needed.

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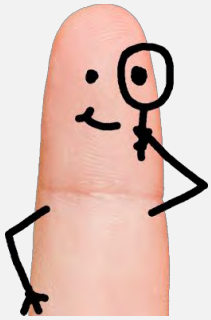

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