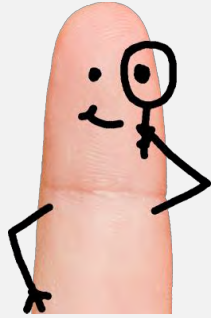


Date completed/revised: DD/MM/YYYY

Position Details

Title	CIO – Chief Information Office
Reports To	Insert title, not individual's name
Department	Executive
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> 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 <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> 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 <input type="checkbox"/> Not Applicable



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- c. Telephony
 - d. Office equipment such as printers, copiers, fax machines
 - e. Application development and management
 - f. Network engineering, administration, and contingencies
 - g. Application Management
 - h. System Administration
 - i. Network Administration
 - j. Procurement
 - k. Database Administration
 - l. Hardware and software lifecycle Management
 - m. Security
 - n. Staff computer training
- 2. Strategic IT Management Example 30%**
- a. Recommends and implements comprehensive IT strategies that increase the Company's profitability.
 - b. Creates business cases for recommendations after deep analysis and research is conducted.
 - c. Creates and manages budgets.
 - d. Creates application dashboards for reporting on key optimization indicators.
 - e. Selects and implements suitable technology to streamline all internal operations and customer experience.
 - f. Designs and customizes specialized technological systems and platforms.
 - g. Collaborates with and manages IT solutions vendors and consultants and establishes strategic partnerships with IT providers.
 - h. Analyzes the costs, value and risks of information technology.
 - i. Monitors changes or advancements in technology to discover ways the Company can gain competitive advantage.
- 3. Staff Management Example 30%**
- a. Hires, motivates, develops, and manages performance of a diverse workforce, in line with Company values and goals.
 - b. Ensures high performers are retained.
 - c. Motivates, coaches, and develops staff to ensure the best results.
 - d. Manages performance and non-performance.
 - e. Supports diversity and encourages innovation.



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Skills	Proficient	Experience with	Familiar with
Enter additional skills if needed			

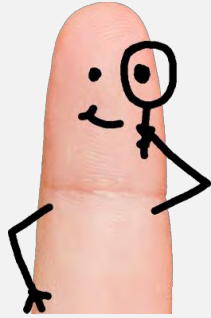
Experience/Education/Training

Experience/Education/Training	Required	Preferred
A minimum of 8-10 years' experience in a strategic senior IT role	x	
Demonstrated examples of systems or business flow automation	x	
Bachelor's degree in computer science, software engineering, information systems or relevant field	x	
Master's degree in computer science, software engineering, information systems or MBA		x
Insert experience, diploma, certification, training, or designation		

Position Success Traits

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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- ◆ Is sensitive to the communication levels required by varied audiences, and is able to adapt accordingly.
- ◆ Listens actively.

INTERPERSONAL SKILLS

- ◆ Effortlessly builds and maintains productive, cooperative relationships with internal and external stakeholders.
- ◆ Demonstrates a strong ability to quickly connect with others, particularly during uncomfortable or stressful situations (such as during the interviewing process).
- ◆ Demonstrates a high Emotional Quotient (EQ) and the ability to read people.
- ◆ Uses tact and diplomacy while still challenging the status quo.

ANALYTICAL

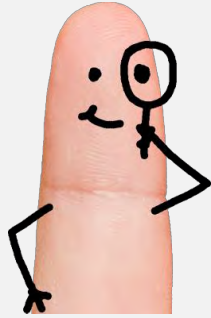
- ◆ Examines and interprets a wide variety of data/information and makes recommendations or decisions.
- ◆ Identifies underlying complex issues.
- ◆ Systematically compares and organizes.
- ◆ Personally investigates and digs deeper to understand new concepts, approaches, and cause-and-effect.

PROBLEM SOLVING

- ◆ Assesses challenges to identify causes.
- ◆ Gathers and processes relevant information.
- ◆ Generates creative solutions and finds a way to make it work.
- ◆ Makes recommendations and/or resolves the situation.
- ◆ Acknowledges when one doesn't know something and takes steps to find the answer.

Other/Comments

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



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