

Date completed/ revised: DD/MM/YYYY

## Position Details

<b>Title</b>	CIO – Chief Information Office
<b>Reports To</b>	Insert title, not individual's name
<b>Department</b>	Executive
<b>Position Status</b>	<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
<b>Eligible for Benefits</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      Comments if applicable
<b>Overtime Exemption Status</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Variable Compensation</b>	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
<b>Hours per Week</b>	Insert actual expected hours of work per week, excluding breaks or lunch/week
<b>Location</b>	
<b>Job Classification</b>	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
<b>Salary Range</b>	Insert salary range, or insert: "As per Job Classification"
<b>Direct Reports</b>	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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### Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

#### Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

#### Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



### Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
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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

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

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