CIO, CTO or IT Director Job Description

Job Summary

- Provide vision and leadership in all aspects of IT and its usage by the company.
- Lead all relevant planning and budgeting and be accountable for delivery.
- Ensure good communication between all internal and external parties.
- Oversee operations, management and good practice.
- Ensure business objectives are delivered by IT.
- Ensure compliance with all relevant legal and regulatory frameworks and requirement of client and partner contracts.

Qualifications, Skills, Knowledge & Experience

- At least 15 years in IT roles
- Good education and degree-level qualification
- Procurement, negotiation and partnerships
- Planning and organisation
- Management and leadership
- Project and Programme Management
- [Web, ecommerce, SaaS, IP technologies]
- [Software architecture, design and development, methodologies and Systems Operations]
- [Commercial product launch]
- [Business systems, process and organisation design]
- [Digital, SEO and Web marketing]
- [Cloud, BigData, Data Warehousing, Systems Integration and Data Portals]
- [Networks, PC/Mac, storage, messaging, fixed and mobile telephony]
- [Cyber Security, User Authentication and Administration, Data and Systems Protection]
- [Facilities management, power, cooling and data room management]

Responsibilities

- [Actively contribute to Board discussions and business strategy, particularly in terms of IT opportunities.]
- Understand the business strategy, market and IT and create, own and maintain an IT vision and strategy.
- Develop the IT strategy into a roadmap of budgeted and planned projects and initiatives.
- Communicate vision, strategy and roadmaps internally and externally as appropriate.
- Ensure business systems are fit for purpose and able to deliver business objectives.

- Ensure processes and business systems are integrated and provide comprehensive management information.
- Ensure digital initiatives maximise commercial opportunities, [deliver planned revenue], [create long-term value].
- Ensure all IT technical platforms [including telephony, photocopiers…] are well managed and fit for purpose.
- Ensure IT is a suitable platform for business growth [and external due diligence].
- Ensure all IT spends are [good value] [lowest possible cost] [sound investment for future growth].
- Ensure all staff are well trained and make best use of the available IT.
- Lead, inspire and develop the IT team.
- Create commercially astute, stable outsource partnerships with IT suppliers and partners.
- Deliver all IT projects and share ownership of delivery of business outcomes driven by these projects.
- Ensure compliance with all relevant legal and regulatory frameworks and requirement of client and partner contracts.
- Ensure appropriate disaster recovery [and business continuity] plans and in place and regularly tested.
- [Foster and drive innovation throughout the business.]

Personal Attributes

- A genuine leader
- Proactive and business-driven
- A great, positive communicator
- A listener and analytical thinker
- Genuinely interested in IT and abreast of new thinking