

THE UNIVERSITY OF PRINCE EDWARD ISLAND

POSITION DESCRIPTION

BUSINESS TITLE:	Chief Information Officer
DEPARTMENT:	Information Technology Systems and Services
VP/FACULTY:	Vice-President Administration and Finance

JOB SUMMARY

The Chief Information Officer (CIO) provides strategic, operational, and administrative leadership for planning, developing, and maintaining the University of Prince Edward Island's information technology systems and services (ITSS). This includes oversight of solution development and deployment; information security; and information technology operations comprising enterprise applications; client solutions; as well as infrastructure and network.

ORGANIZATIONAL STATUS

The CIO supervises six direct reports and indirectly oversees over 44 full-time and part-time staff and a budget of over \$8 Million.

As an integral part of the Vice-President Administration and Finance's leadership team, the CIO ensures that ITSS supports the University's strategic goals and academic mission, in a manner consistent with University's values, policy, and relevant legislation/regulation.

Along with the rest of the Vice-President's team, the CIO will embrace responsibility for leadership standard work aligning ITSS with best practices in financial sustainability; enterprise risk management; employee management, engagement and development (including a focus on equity, diversity and inclusion); continuous improvement; policy management and operational planning which incorporates relevant elements of the University's [Strategic Plan](#), Strategic Enrollment Plan and [Action Plan](#).

WORK PERFORMED (DUTIES)

Strategic Planning

Responsible for the collaborative development, review and/or revision of multi-year plans guiding University decision-making into the future, their implementation (including delegation), and their and monitoring as relates to:

- Digital modernization strategy stabilizing and protecting core functions
- Digital transformation strategy elevating and driving innovation in core functions
- Enterprise risk management strategy as relates to ITSS including but not limited to cybersecurity

And such other plans as may be required.

Operational Planning

Responsible for the collaborative development of annual and multi-year operational plans (incorporating relevant elements of the University's [Strategic Plan](#), Strategic Enrollment Plan and [Action Plan](#)) as well as their implementation (including delegation) and monitoring.

Examples include but are not limited to

- Enhancement of governance over information technology
- Support for UPEI's Strategic Enrollment Management plan

Provision of client-focused systems and service(s) for core functions (e.g., teaching, learning, research as well as supporting administrative functions) in a resource-constrained environment and in a context of growing demand and/or expectation.

Team Administration

Leadership standard work includes (but is not limited to):

- The development of annual budget plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual capital evergreening and/or project plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual employee performance management plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures.
- The development of annual employee engagement plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures
- The development of annual employee development plans as well as their implementation (including delegation) and monitoring in accordance with best practices and University policy and procedures
- The adoption of enterprise risk management and incorporation of such into operational and strategic decision-making as related to ITSS.
- The adoption of effective and measurable continuous improvement outcomes and incorporation of such into operational plans as related to ITSS.
- The development, review and/or revision of applicable policies and procedures as well as their implementation (including delegation) and monitoring to support the above.

Regular and frequent Manager check-ins (direct reports)

- To build an ongoing culture of accountability and trust through delegation and the expectation of leadership standards work.

To review resource deployments related to the team (e.g., financial reports; personnel assignments; space allocations; system and tool requirements and/or gaps; etc. to optimize towards the achievement of strategic and operational goals.

University Outcomes

Regular and frequent review of University-level measures to assess efficiency and effectiveness of resource deployments against strategic goals and operational requirements e.g., outcomes related to digital modernization and transformation; strategic enrolment management; client-focused service levels across the institution; enterprise risk profile as relates to ITSS including but not limited to cybersecurity, etc.

SUPERVISION RECEIVED

Works independently with broad direction from the Vice-President Administration and Finance.

QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, Business Administration, (or related) required; Master's degree an asset.

EXPERIENCE

- More than nine (9) years of Progressively complex experience exercising leadership over information technology systems and services
- Progressively complex experience exercising management over information technology systems and services
- Experience in a post-secondary or other large public sector environment is an asset

COMPETENCIES

- Strong customer service orientation.
- Strong relationship building and collaborative, consultative leadership working effectively throughout all levels of the University and with external partners
- Strong ability to work with enterprise resource planning systems, and Microsoft Office Suite.
- Strong leadership.
- Strong written and verbal communication.
- Strong problem-solving, and decision-making.
- Strong ability to work independently, take initiative, and follow through with minimal direction.
- Commitment to, and experience in, the implementation of equity, diversity, and inclusion.

IMPACT OF ERROR

Errors may result in loss of access to and/or unsatisfactory service from university information technology normally available to students, employees or the public including but not limited to potential public health and safety risks; financial impacts; privacy impacts and/or inefficient or ineffective use of University resources.

CONTACTS

- President
- Vice-Presidents including Vice President Administration and Finance
- University Leadership Group
- Committees of the Board (e.g., Finance, Audit and Risk; Properties and Environmental Sustainability)
- Vendors, contractors, consultants
- Professional groups (e.g., CANARIE; NREN; ISI)
- Peers at other institutions