JOB DESCRIPTION

| **TITLE** | CHIEF INNOVATION TECHNOLOGY OFFICER |
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| **Reports To:**  | [Insert Position - CEO, President, etc.] |

**Job Purpose**

The **Chief Innovation Technology Officer (CITO)** is responsible for managing the research and development divisions and guaranteeing that innovation is carried out effectively and in line with the company’s goals and visions.

This position is critical to <Organization Name> in establishing an innovative culture that permeates the entire organization. The CITO is also in charge of operational procedures, human resource-related procedures, and strategic planning.

The effective CITO is detail-oriented, strategic, determined, and has a forward-thinking outlook on business.

**Duties and Responsibilities**

Overall Responsibilities:

* Find and use new technologies to boost organizational performance
* Keep up with market trends and innovations, and give management advice on how to use emerging technology to achieve corporate goals
* Make technology roadmaps including budgets, schedules, and execution plans
* Create and maintain procedures, instruments, and data collection methods to track and assess how technology affects organizational performance
* Create technology-related rules, standards, and guidelines, and manage their implementation
* Determine which policies, procedures, and processes should be automated and document them
* Create and put into action measures to assess the success of automation and new technology initiatives
* Investigate technological prospects for new business
* Find out more about the goals, offerings, and services of the business
* Keep abreast on emerging technological developments
* Perform other related duties as required.

**Qualifications**

* A degree from a recognized university is required in business management or a relevant field
* An advanced degree in business, management, or strategy is an advantage
* XX years of experience in business, technology, marketing, or finance-related fields
* XX years' experience in management
* Strong understanding of concepts like cognitive computing, artificial intelligence, machine learning, and blockchain
* Strong capacity for critical and innovative thought
* Excellent presentation skills and business savvy
* Outstanding in managing, organizing, and budgeting projects
* Strong knowledge of innovation and how to use it in business

**Core Competencies**

* Exceptional communications skills – both verbal and written
* Outstanding decision making and problem solving skills
* Excellent leadership and mentoring skills
* Ability to build consensus and relationships among executives, partners, and employees.
* Ability to quickly grasp new issues and make sound decisions
* Ability to work under pressure, plan personal workload effectively, and delegate
* Executive presence and ability to maintain calm demeanour in high-stress environments.
* Excellent organizational skills, self-direction and motivation with the ability to work creatively and productively without direct supervision
* Highly motivated and capable of developing and collaborating with a multi-skilled sales team

**Working Conditions**

* This position is set in an office setting
* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]
* Hours worked outside of the standard work schedule may be required
* Some travel may be required
* Long hours of sitting and exposure to computers