CIO Roles and Responsibilities
Standard
Effective Date: February 26, 2015

Authority & Alignment

Authority: **D1200 Code of Conduct, D3300 Internal Controls, D8000 ITM Governance and Management**
Alignment: International standards – CobiT 4.1, ISO 38500:2008

Overview

The role of the Chief Information Officer (CIO) is not about technology itself; rather, it is about the ability to achieve goals through effective management of its information resources and services using technology[1].

This standard addresses the organizational placement of the University's IT function through a description of the roles and responsibilities of the senior IT position. In any enterprise, that placement is contingent on IT's criticality to the enterprise's overall strategy and its reliance on IT. The CIO position and its reporting line, in the context of transformations in higher education, is key to the University's delivery of its mandate, the effective management of risk and its ability to exploit opportunity.

Scope and Definitions

Scope includes all process areas within MacEwan University's ITM Control Framework.

Compliance & Exceptions

Responsibility for compliance with MacEwan policies and standards extends to all members of the MacEwan community as defined in D1200 Code of Conduct – Employees. Non-compliance may create risk for MacEwan and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy D1200 Code of Conduct – Employees for additional guidance).

Standard Requirements

1. The CIO's responsibilities are:

    - Ensures that MacEwan University's information resources and information technology infrastructure and services are integrated into and meet the needs of the academic and administrative functions and comply with legislative, regulatory or other external requirements, while providing the information and technology vision to shape and fulfill MacEwan University's strategic goals.

    - Provides leadership in planning and implementing enterprise information systems to support both distributed and centralized business operations.

    - Will work with the academic and administrative units through the ITM Committee to establish standards and service levels to the key IT functions.

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[1] A Framework for the CIO Position, Brian L. Hawkins, President, EDUCAUSE.

- Will be accountable for acquiring new technologies and ensuring the proper initiatives are launched to support successful integration of technology into organization business processes.

- Leads strategic and tactical planning, development of business cases, and development, implementation and evaluation of the information and technology systems for MacEwan University.

- Facilitates internal and external partnerships to ensure that use of information resources and related technology is efficient and effective and meets users' needs.

- Identifies innovative technologies that support teaching, learning, research, student-life and administrative operations.

- Ensures ITM controls are designed and implemented in response to risk assessment.

- Ensures that protocols and procedures are developed to ensure security of MacEwan University's information assets.

- Informs long-range ITM budget strategies to enable MacEwan University to accomplish strategic initiatives.

- Establishes an ITM organizational and governance structure to deliver on the vision and ITM strategy.

- Evaluates staffing requirements on a regular basis and upon major changes to the business, operational or IT environment; identifies key personnel and ensures appropriate staff planning to mitigate the risk of turnover.

- Ensures that an IT quality assurance function is established with appropriate quality assurance systems, controls and communications expertise to meet the requirements of MacEwan University.

- Ensures processes are built and maintained for identifying and managing information and technology risks as required under MacEwan University's ITM Risk Management framework, as approved by the ITM Committee.

- Ensures frameworks and processes are designed and deployed for monitoring the performance of the IT solutions and service delivery as approved by the ITM Committee.

- Oversees development of IT continuity plans based on the enterprise IT continuity framework, to reduce the impact of a major disruption on key business functions and processes.

- Ensures compliance with information privacy legislation, regulations and policy.

- Ensures processes are in place to assess external service providers' adherence to control standards that meet or exceed those of MacEwan University.

Related Content	
Type	**Title**
Standard	ITM Committee Standard

Key Words

CIO, roles, responsibilities, accountability, organization chart, business cases

Measurement

MacEwan University has:

- ✓ Determined the organizational placement of the CIO position.
- ✓ Defined the skills and experience requirements for the incumbent of the CIO.
- ✓ Engaged or confirmed that the incumbent of the position meets the defined requirement

Contact

CIO
Chair, ITM Committee