



UNIVERSITY COLLEGE CAYMAN ISLANDS

Job Description

1. DESCRIPTION

Title:	CIO Designate
Jobholder:	
Reports to:	Chief Information Officer
Department/University:	Administration

2. DIMENSION

The CIO Designate will support the Chief Information Officer (CIO) and work closely with the Vice President Business & Operations and the University College Corporate Management Team. The CIO Designate will be groomed to transition into the CIO role and will play a pivotal role in shaping and implementing UCCL's information technology strategy, security infrastructure, and digital transformation.

The role will involve assisting in:

- Setting Information Technology objectives, strategy and planning
- Contributing to cybersecurity initiatives
- Overseeing Enterprise IT Infrastructure
- Network and Telecommunications
- Vendor management support
- Duties assigned by the CIO and Vice President Business & Operations

The CIO Designate will collaborate with university stakeholders to enhance technological solutions that drive operational efficiency and student success. This role requires a proactive approach to leadership development, ensuring a seamless transition into the CIO position.

3. TERMS OF APPOINTMENT

- The CIO Designate is appointed by the President & CEO.
- The appointment will be subject to a structured development plan and periodic performance reviews.
- Upon successful progression, the CIO Designate may transition to the CIO position.

4. CRITERIA FOR APPOINTMENT

The criteria for appointment as CIO Designate are as follows:

- A bachelor's degree in computer science, Information Systems, or a related field.
- A minimum of 7 years of IT experience, with demonstrated growth in responsibilities.
- Experience in IT strategy development and implementation.

- Proficiency in IT project management, security, and digital transformation initiatives.
- Strong leadership potential and ability to work towards an executive role.
- A master's degree in a relevant field is desirable.

Knowledge, Skills and Abilities

- Experience in higher education or a public entity.
- Demonstrated ability in leading digital transformation projects.
- Expertise in cybersecurity, cloud computing, AI and enterprise-wide IT solutions.
- Strong negotiation, facilitation, and stakeholder management skills.
- Ability to communicate effectively and build credibility with senior leadership.
- High proficiency and industry recognized certifications in Microsoft Office Suite and other relevant technology platforms.
- Experienced with data management systems.

5. INSTITUTIONAL COMMITMENT

- Recognizes diversity in UCCI's organizational culture; understands department and UCCI policies, and promotes an environment conducive to learning;
- Demonstrates a professional conduct in discussing and dealing with internal issues;
- Maintains appropriate work/life balance while engaging in new knowledge to enhance personal growth and skills;
- Adheres to UCCI's policies regarding social conduct, attendance, and dress code;
- Acts in accordance with UCCI's privacy and legal requirements;
- Maintains good relationships with UCCI's clients including the students, visitors, and other colleagues, even when facing pressure situations and when confronted;
- Shows respect for colleagues; and
- Provides constructive feedback when needed.

6. BACKGROUND INFORMATION

The University College of the Cayman Islands is a public university established as a statutory authority by statute of the Cayman Islands. The University operates principally under the University College Act and the Public Authorities Act. The primary area covered by the job is to support the President on a strategic level in accordance with obligations imposed by the Public Management and Finance Act.

7. SUPERVISION OF OTHERS

The CIO Designate will not have any direct supervision of others, however will assist the CIO in the following department:

- IT Support Services
- Application Project Management

8. OTHER WORKING RELATIONSHIPS

Internal

- Vice President Business & Operations
- Executive Leadership
- All Staff

External

- Public and Private Enterprises
- Professional organizations
- Community based organisations
- Government and other SAGC's

9. DECISION-MAKING AUTHORITY AND CONTROLS

The post holder may take decisions on matters within the ambit of the principal accountabilities and as otherwise delegated by the Chief Executive Officer under section 32 of the Public Authorities Act.

10. Working Conditions

This is normally an office-based position, and the post- holder is expected to work long and abnormal hours with attendance at off-campus meetings with external entities as required.

Post-holder:		Date:	
President & CEO:		Date:	
Witness:		Date:	