

## Job Description – Whiteleaf and Cadsden Residents Association CIC (WCRA)

<b>Job title:</b>	<b>Chief Information Officer (CIO) - WCRA CIC</b>
<b>Terms:</b>	3-year elected term, renewable max. 3 consecutive terms, per Company Articles
<b>Remuneration:</b>	Unremunerated – Honorary role
<b>About us:</b>	<p>WCRA CIC is the collective voice of the two hamlets on issues of community interest. The hamlets comprise 158 households of which 90% receive WCRA circular emails. WCRA CIC is managed by its board of directors who are all resident in one or other hamlet. The company facilitates communication within the hamlets and promote our ethos statement and work within the limits of our Constitution. Our constitution, ethos/aims and mission statement are here: <a href="https://wcra.blog/about/">https://wcra.blog/about/</a></p>
<b>About the role:</b>	<p>The chief information officer (CIO) is in charge of the company's information technology and software. Duties include, assessing current processes, recommending software and directing the executive team on best processes for their operating environment, as well as updating the Company's website as necessary. The CIO manages the Company's database in conjunction with the WCRA Company Secretary and the legal requirements of the Information Commissioners Office (ICO).</p> <p><i>(The Data Protection Act 1998 requires organisations that process personal information to register with the ICO unless they are exempt. WCRA (CIC) is registered with the ICO).</i></p>
<b>Role requirements:</b>	<p>The WCRA CIO is appointed by the board from one of its members and joins in Board discussions and decisions as participant. The CIO is the company's main technician and is responsible for the efficient administration and maintenance of the WCRA database and any software packages. The CIO sees that all member contact information is kept up to date and complies with the applicable Company and Civil law. The CIO works in close liaison with the Company Secretary on matters of data management connected with the company's members.</p>
<b>Main Responsibilities:</b>	<p><u>Ability to use advanced technological skills and to be impartial and respect confidences – possession of a good understanding of the work undertaken by the organisation – ability to integrate and communicate with all members to achieve main goals for information and technology on behalf of the company.</u></p> <ul style="list-style-type: none"><li>• IT management</li><li>• Evaluation and assessment of how well IT is managed for the company</li><li>• Information and security and privacy of database content</li><li>• Provision of clinical leadership and input on informatics projects</li><li>• Ensuring that software is used that holds end users firmly in mind</li></ul>
<b>Specific duties and responsibilities in addition to those listed above:</b>	<p>The Chief Information Officer reports to the Board of WCRA CIC.</p> <ol style="list-style-type: none"><li>1. Managing and providing any IT infrastructure and software for the company</li><li>2. Setting objectives and strategies for IT (as necessary).</li><li>3. Being aware of technology updates to streamline company operations (as necessary).</li><li>4. Ensuring that the company's IT software supports the goals and requirements of the company.</li><li>5. Recommending and implementing processes for data protection and security.</li><li>6. Planning and strategizing to control costs on all IT expenditure.</li></ol>