

Position Description

CHIEF TECHNICAL OFFICER (CTO)



L-Awtorità tax-Xandir
MALTA
Broadcasting Authority

Primary Role

1.0 The CTO is responsible for the management of all ICT assets owned by the Broadcasting Authority. The CTO shall act as the internal CIO of the Authority. The CTO shall also be the principal advisor on ICT and technology evolution, potential, capability, deployment (etc.) by the Authority and /or industry. The CTO would also be responsible of projects administered by the Authority particularly those directly related to broadcasting and transmission. The CTO should be the main contact person for the Broadcasting Authority with MITA. The CTO shall advise the CEO on ICT investment needed for the Authority to perform more efficiently and effectively.

Organisation Structure and Reporting Relationship

2.0 The CTO reports directly to the Chief Executive Officer.

Principal Duties

General Management

3.0 Prepares and annually updates the IT Strategic Plan for the Authority.

3.1 Leads the ICT Business Planning for the Authority and submits to the CEO, proposals for consideration and inclusion in the Authority Business Plan. This includes building a business case, carrying out cost-benefit analysis (and similar) in relation to proposed ICT investment. Where relevant will also support the Authority HR and financial planning process.

3.2 Ensures the adoption and application of comprehensive information security strategy and practices by the Authority. Regularly carries out and reports on the Authority's technology risk profile and proposes risk mitigation measures.

3.3 Participates in Management Team meetings.

3.4 Manages staff, work groups and teams as may from time to time be assigned.

3.5 Supports the Authority's ICT procurement process as may be necessary. This includes assisting the CEO in drawing up of tenders, service level agreements and contract managing relevant service level agreements that may be entered into by the Authority with third-party suppliers.

3.6 Develops, coordinates, guides and maintains ICT strategic and operational plans in support of the Authority business and ICT strategy. These plans should define a vision for meeting current and future ICT needs for the Authority in view of the evolution of the industry and the fulfilment of the Authority's mandated roles, functions and responsibilities.

3.7 Draws up and maintain current ICT-related Standard Operating Policies and Procedures and monitors their effectiveness and compliance.

3.8 Works upon a digitisation system and paperless environment within the Broadcasting Authority.

ICT and Technology Asset Management

3.8 Coordinates and controls all projects (and delegates responsibility as deemed pertinent), related to the Authority's core ICT infrastructure and assets. This includes assets owned by the Authority for use by the Industry or other stakeholders (e.g. Communication Towers).

3.9 Develops and maintains Authority's ICT policies and standards relating to all aspects of the ICT governance framework including cyber-security.

3.10 Regularly proposes how the operations of the Authority may be improved on by the better deployment of ICT capability.

3.11 Develops, tests, and maintains an appropriate business continuity and disaster recovery plan for key functions of the Authority to ensure the timely and effective restoration of ICT services in the event of a disaster.

3.12 Determine ICT needs of the Authority.

3.13 Maintain and manage the Authority's ICT inventory.

3.14 Provide first line computer / ICT support to the Authority and its staff.

3.15 Manages the Authority's web-footprint.

3.16 Manages and maintains the annual operating and capital ICT budgets for the Authority consistent with programme plans and established financial guidelines.

3.17 Liaises with Authority and / or other stakeholders to proactively identify and resolve problems so as to ensure the effective functioning of the Authority's ICT environment.

ICT Project management

3.18 Draws up detailed project plans including defining milestones, timeframes, resource needs, costs etc.

3.19 Manages the implementation of ICT projects in line with approved plans, resource allocation, costs (etc) and maintains detailed records as may be required.

3.20 Reports to the CEO on progress, issues, adjustments etc as may be required.

3.21 Manages assigned project teams, including managing contractors, as may be necessary.

Broadcasting Sites, Facilities and Services

3.22 The CTO is responsible for any projects from design to completion related to transmission and broadcasting facilities, infrastructure, services as may from time to time be required by the Authority. The CTO should act as a project manager of a number of tasks which would be going on particularly, but not only, at the *Gharghur* site.

3.23 The CTO is responsible for the management, hosting and supporting of the transmission tower/s and site/s owned or managed by the Broadcasting Authority. This includes the maintenance and upkeep of the facility, security and similar. It also includes ensuring that there is the necessary

infrastructure, technology and similar as may be necessary to ensure their proper functioning and operation.

3.24 In relation to such sites and facilities, the CTO shall ensure compliance to all relevant and applicable national regulatory provisions.

3.25 Ensure the proper keeping of records, data (etc) as may be required to monitor performance and in this regard issue performance, management or any other report as may be established by the Authority's operating policies and procedures or as may from time to time be requested by the CEO or Board.

3.26 Advise the Authority on suitable investment (etc) necessary to meet the needs of the Authority and / or industry it is hosting on the facility. This includes carrying out of any cost-benefit analysis (etc) necessary to support or justify any proposed investment.

3.27 Any other responsibility as may be assigned in writing by the CEO.

Advisory

3.28 The CTO shall provide advice and make recommendations to the CEO on matters of legislation, policy, strategy, and overall direction to the adopted by the Authority in respect of all ICT matters with particular emphasis on:

- (a) ICT needs, deployment, or investment by the Authority.
- (b) Industry trends in technology and implications to the Authority.
- (c) Policies and procedures including the better deployment of technology capability by the Authority.
- (d) Statutory and other initiatives concerning the Authority or the Industry, whether of a national, EU or other Global forum origin.
- (e) Technology risk assessment, protocols and similar.
- (f) Any other matter deemed relevant or so requested by the Board or CEO.

Other

3.29 Remains well informed and keeps abreast with advances in technology with specific focus on elements relevant to the Authority, and to the broadcasting industry.

3.30 Proposes staff CPD initiatives.

3.31 Represents the Authority in meetings, seminars, conferences (etc.) as required.

3.32 Contributes and continually seeks to improve service quality – both in terms of the service offered by the Unit and that offered by the Authority in general.

3.33 Compiles and submits to the CEO and annual report on the operations, activities, outputs, ROI, and outcomes (etc).

3.34 Any other relevant role or responsibility as may from time to time be assigned to the CTO by the CEO.

The fine print

4.0 This position description may from time to time be updated by the Chief Executive Officer on approval of the Board.

4.1 Updates may include amendments and / or changes to the assigned roles and responsibilities; eligibility criteria and any other element as may from time to time be deemed necessary to maintain the position in pace with time and the needs of the Broadcasting Authority.

Eligibility Criteria

5.0 This position requires the incumbent to possess the following formal qualifications, capabilities, and experience:

Required	Desirable
A graduate degree in ICT, engineering or related field	Previous Experience in a similar post including experience in leading change programmes.
Class B Driving Licence	Familiar with the Broadcasting Industry including related ICT capability use (radio frequency, different platforms and broadcasting systems etc.)
Clean Police Conduct	Strong strategic skills
Fluent in Maltese and / or English	Familiar with policy development.
Minimum of 5 years experience in managing ICT assets and leading ICT projects related to computer networks, systems and assets	Familiar with National and EU policy and statutory framework in relation to broadcasting.
Knowledge or proven experience in change and incident handling, incident response methodologies.	A team player and good communication skills.
Available (on call) on a 24/7 basis.	Formal project management qualification(s).

Remuneration

6.0 The remuneration, allowances and work conditions pertaining to this post are governed by the Collective Agreement for the Broadcasting Authority as may from time to time be defined and agreed in line with the provisions of the Employment and Industrial Relations Act (CAP 452).

6.1 The base pay of the post is pegged with Government Salary Scale 4.

6.2 The CTO is entitled to all other statutory allowances, bonuses or other entitlements.

General Work Conditions

7.0 The post is subject to a 1 calendar year probationary period.

7.1 Attendance and work hours shall be as determined by the collective agreement and / or internal policies. In general however, the CTO is required to work normal office hours and conditions.

7.2 The responsibilities of the position require the holder of the position to be available on a 24/7 basis to cater for emergencies resulting from technology failure(s). The CTO can thus be expected to be required after hours in crisis situations.

7.3 Without prejudice to 7.2, the CTO is entitled to all statutory vacation and sick leave and public holidays.

7.4 The CTO may need to travel to other sites managed by the Authority.

7.5 The CTO might need to attend conferences/seminars or onsite visits overseas.