|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SKILLS FRAMEWORK FOR INFOCOMM TECHNOLOGY SKILLS MAP – CHIEF DATA OFFICER/CHIEF ARTIFICIAL INTELLIGENCE OFFICER** | | | | | | |
| **Sector** | Infocomm Technology | | | | | |
| **Track** | Data and Artificial Intelligence | | | | | |
| **Occupation** | Chief Data Officer/Chief Artificial Intelligence Officer | | | | | |
| **Job Role** | **Chief Data Officer/Chief Artificial Intelligence Officer** | | | | | |
| **Job Role Description** | The Chief Data Officer/Chief Artificial Intelligence Officer establishes the organisation's data and artificial intelligence (AI) strategy, and ethics and governance framework, fostering a culture of compliance to data privacy regulations and the Model AI Governance Framework. He/She is accountable for the quality, accessibility, analysis and management of data to inform business strategy, decision-making and drive performance.  He designs initiatives and programs to realise the optimal business value derivable from the organisation's data assets. He formulates data and AI project prioritisation and resourcing strategies and establishes performance measures to evaluate outcomes data and AI-driven solutions. He identifies potential intellectual property (IP) opportunities from analyses and insights from market intelligence reports, and advises the business on infringements against the organisation's IP related to AI solutions. He creates a shared vision and objectives on the use of data and AI in the organisation, building strategic relationships with key business and industry stakeholders to achieve business goals.  The Chief Data Officer/Chief Artificial Intelligence Officer is highly skilled in influencing and engaging stakeholders to secure their buy-in and support. He has strong business acumen, is highly innovative, and is able to make calculated-risk decisions, performing effectively in a complex and difficult environment. He possesses strong leadership and management skills required to develop the organisation's data and AI capabilities. | | | | | |
| **Critical Work Functions, Key Tasks and Performance Expectations** | **Critical Work Functions** | **Key Tasks** | | | | **Performance Expectations** |
| **Establish data and artificial intelligence (AI) strategy** | Establish the organisation's data and AI strategy, data privacy policies, and relevant ethics and governance frameworks | | | | In accordance with:     * Model AI Governance Framework * Personal Data Protection Act 2012, Personal Data Protection Commission |
| Align data and AI strategy, priorities and plans of the data function to the organisation's vision and mission | | | |
| Formulate approaches to maximise the value of data analytics capabilities and technological investments for the organisation | | | |
| Develop strategies to ensure seamless integration of technologies with workflows and processes across the organisation | | | |
| Promote the adoption of industry leading practices and new data management technologies across the organisation | | | |
| Drive the organisation's culture of compliance to data privacy policies, relevant ethics and governance frameworks | | | |
| Review ethics and governance framework and measures to ensure continued relevance and effectiveness | | | |
| **Optimise business value from data** | Design data and AI-driven initiatives to leverage the value of data assets in the organisation | | | |
| Lead the identification of high business value business opportunities through application of data and AI solutions | | | |
| Advise the team on new and innovative tools and techniques to derive greater value from data | | | |
| Determine and showcase the potential value and impact of analytics and intelligent systems on existing business processes | | | |
| **Formulate objectives and requirements from a business perspective** | Oversee the implementation of analytics and AI-driven initiatives across the organisation | | | |
| Formulate project prioritisation and resourcing strategies for AI and data science projects across the organisation | | | |
| Establish performance measures to evaluate data and AI initiatives, programmes, and value derived from effective data management | | | |
| Advise the team on new and innovative tools and techniques to derive greater value from data | | | |
| **Manage intellectual property (IP) strategies, processes and procedures** | Review emerging trends and intelligence, and analyse technology landscape reports and analyses to identify potential IP opportunities | | | |
| Oversee systems and processes to manage IP related to AI solutions and/or models | | | |
| Act as a subject matter expert and resource person for infringements against the organisation's IP related to AI solutions and/or models | | | |
| **Build strategic relationships** | Build strategic relationships and alliances with key business and industry stakeholders, and partners to achieve organisational objectives and maximise the value of investments | | | |
| Develop stakeholder management plans to create shared vision and objectives on the use of data and AI in the organisation | | | |
| Lead engagement initiatives with key leaders and senior stakeholders to obtain buy-in for data and AI initiatives | | | |
| Source for data analytics opportunities for the business and ensure data and indo compliance with business policies and external legal requirements | | | |
| **Develop organisation's data and AI capabilities** | Develop strategies and plans to build capabilities within the AI function | | | |
| Drive talent management initiatives to attract, motivate and retain talent for AI teams | | | |
| Ensure AI solutions and deployment is guided by organisation’s corporate values | | | |
| Lead succession planning and management for key leadership roles in the AI function | | | |
| **Skills and Competencies** | **Technical Skills and Competencies** | | | **Generic Skills and Competencies** | | |
| Budgeting | | Level 6 | Problem Solving | | Advanced |
| Business Agility | | Level 6 | Communication | | Advanced |
| Business Continuity | | Level 6 | Interpersonal Skills | | Advanced |
| Business Risk Management | | Level 6 | Leadership | | Advanced |
| Change Management | | Level 6 | Service Orientation | | Advanced |
| Data Ethics | | Level 6 |  | | |
| Data Governance | | Level 6 |
| Data Strategy | | Level 6 |
| Enterprise Architecture | | Level 6 |
| Emerging Technology Synthesis | | Level 6 |
| IT Governance | | Level 6 |
| IT Standards | | Level 6 |
| Organisational Analysis | | Level 6 |
| Performance Management | | Level 6 |
| Quality Standards | | Level 6 |
| Research | | Level 6 |
| Sustainability Management | | Level 6 |
| Stakeholder Management | | Level 6 |
| Strategy Planning | | Level 6 |
| **Programme Listing** | For a list of Training Programmes available for the ICT sector, please visit: www.skillsfuture.sg/skills-framework/ict | | | | | |
|  |  |  | |  |  | |
| The information contained in this document serves as a guide. | | | | | | |