

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - DIGITAL TRANSFORMATION EXECUTIVE				
Sector	Financial Services			
Track	Digital and Data Analytics			
Occupation	Digital Transformation Officer			
Job Role	Digital Transformation Executive			
Job Role Description	<p>The Digital Transformation Executive assists in research and drafting of reports on new digital technologies suitable for the organisation, and working with other business executives on implementation projects to integrate new technologies. He/She conducts interviews to understand the needs and requirements of different business units. He supports the implementation of Agile ways of working within the organisation by identifying and recommending suitable projects as well as guiding peers on Agile delivery.</p> <p>The Digital Transformation Executive is open minded, has a keen interest in technologies and new ways of working and be able to link different concepts. He also displays creativity in his thinking and is able to provide innovative solutions to problems. He is a strong communicator and able to exercise influence to help others manage changes.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks		
	Establish technical direction and digital architectural standards	Assist in drafting organisation's technical direction for digital transformation		
		Communicate infrastructure requirements for digital transformation projects to Infocomm Technology (IT) teams to determine if existing infrastructure is sufficient for implementation		
		Draft standard procedures for digital transformation processes		
	Determine needs and requirements of technologies for business units	Conduct interviews and workshops to map the needs and requirements of business units and identify pain points that can be resolved with digital technology solutions		
		Shortlist potential organisations that develop latest digital technologies for outreach and networking		
		Assist in the design of implementation plans for digital technology solutions		
	Manage digital transformation projects	Assist in translating business needs into IT language and vice versa		
		Conduct user testing and parallel runs of digital technology solutions with business users and vendors		
		Ascertain that digital technology solutions are implemented by business units and/or solutions vendors according to defined timelines		
	Develop mastery of latest digital technologies	Assist in the research on latest digital technologies in the market and analyse their impact on the financial services industry		
		Draft reports on latest digital technologies for senior management		
		Research potential competitive advantages that the latest digital technologies can bring to the organisation		
		Shortlist potential organisations that develop the latest digital technologies for outreach and networking		
	Implement organisation mandate for digital thinking and adoption of Agile methodologies	Earn commitment for adoption of digital thinking and new ways of working across peer group by engaging with executives		
		Use Agile methodologies effectively to run projects		
Draft framework and identify types of projects that would be suitable to be run with Agile methodologies				
Monitor timelines for projects run with Agile methodologies by working with business executives				
Skills and	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Benchmarking	Level 3	Digital Literacy	Intermediate
	Business Environment Analysis	Level 4	Transdisciplinary Thinking	Intermediate
	Business Needs Analysis	Level 3	Problem Solving	Intermediate
	Business Planning	Level 4	Teamwork	Basic
	Change Management	Level 4	Communication	Basic
	Continuous Improvement Management	Level 4		
	Data Collection and Analysis	Level 4		
	Emerging Technology Synthesis	Level 4		

Skills and Competencies	Ethical Culture	Level 3		
	Market Research and Analysis	Level 3		
	Product Design and Development	Level 4		
	Project Management	Level 4		
	Standard Operating Procedures Development	Level 3		
	Technology Application	Level 3		
	User Experience Design	Level 3		
Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services			

The information contained in this document serves as a guide.