

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - INNOVATION EXECUTIVE				
Sector	Financial Services			
Track	Digital and Data Analytics			
Occupation	Innovation and Process Excellence Executive			
Job Role	Innovation Executive			
Job Role Description	<p>The Innovation Executive comes up with innovation initiatives and solutions, and works directly with business units on their implementation and testing. He/She assists in designing and delivering training programmes, and in managing the innovative ideas that are collected from the employees. He also researches on disruptive technologies and emerging companies, preparing recommendations and shortlisting organisations for potential acquisition or partnership.</p> <p>The Innovation Executive is a logical thinker and has the ability to design creative solutions to address problems and pain points. He is also able to think strategically and is able to work in a fast paced and constantly changing environment.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Identify and drive business process improvement and innovation solutions	Key Tasks	
			Support innovation by developing robust business cases for initiatives	
			Draft innovation initiatives based on business unit's strategy and pain points by collecting and evaluating information from various sources	
			Assist in Proof of Concept (PoC) testing, gathering the necessary information and data	
	Adopt an Agile approach when developing innovative solutions			
	Implement innovation and business process improvement initiatives	Research potential impacts on business processes caused by the implementation of innovative solutions		
		Assist in the design of implementation plans for innovative initiatives or solutions		
		Identify innovative ideas on business development from employee submissions		
		Implement innovative initiatives or solutions in a timely manner by working closely with business units		
	Develop organisation's innovation competency	Draft frameworks to promote innovative mind-sets and culture		
		Assist in running internal training programmes to share know-how for implementing innovative ideas, solutions and ways of working within the organisation		
		Collect data on technology that have helped similar organisations scale successfully		
		Assist in designing organisation-wide resources and systems to allow employees to submit innovative ideas on business development		
	Identify disruptive technologies and acquire or partner suitable organisations	Conduct research on potentially disruptive technologies and organisations, and prepare reports on recommended findings		
		Assist in conducting legal, operational, intellectual property, information technology, human resources due diligence and documentation on potential and actual acquisitions or partnerships		
		Identify potential consequences or changes in operational processes arising from acquisitions or partnerships		
		Assist in documentation, research and administrative support for deal negotiations for acquisitions or partnerships with disruptive technologies organisations		
		Work with business executives to adapt to the changes that will arise post-acquisition or partnership		
		Support in implementing organisational or business unit restructuring plans to integrate acquisition or partnership		
	Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)
Business Environment Analysis		Level 3	Creative Thinking	Intermediate
Business Opportunities Development		Level 3	Digital Literacy	Intermediate
Business Performance Management		Level 3	Teamwork	Basic
Business Process Re-engineering		Level 3	Communication	Intermediate
Change Management		Level 3	Problem Solving	Intermediate
Continuous Improvement Management		Level 4		
Disruption Management		Level 4		

	Emerging Technology Synthesis	Level 3		
	Ethical Culture	Level 3		
	Innovation Management	Level 4		
	Learning and Development	Level 4		
	Mergers and Acquisitions Management	Level 3		
	Product Management	Level 4		
	Project Management	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.