



Making IT
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Chartered IT Professional (CITP) Personal Statement

Applicant details

Surname/Last/Family name: [REDACTED]

First names: [REDACTED]

Title (Mr/Mrs/Ms etc): **Mr**

BCS reference no: [REDACTED]

Please provide a statement of your experience, to support your application, against each of the assessment criteria under the headings – Autonomy, Influence, Complexity and Business Skills.

We are looking for evidence that you have worked in a role with significant influence and responsibility, a challenging range of complex work activities, with well-developed business skills and full accountability.

It is important you give specific examples of work for which you have been personally responsible. The assessment criteria have been provided under the question(s).

Please note: These statements will be sent to your nominated supporter(s). Your supporter(s) will be asked to review the statements before confirming their support of your application.

Autonomy

How is your work set? What is the nature of your reporting relationship to your manager?

Assessment criteria: Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or project / supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.

Work/project are usually assigned by a resources manager depending on availability and timescales of available resources. Once assigned to a project, usually work with Programme Manager and or Project Manager to define the overall scope of the Project and understand the outcomes and timescales. In some cases Work packages may have already been identified, with outlined statement of requirements. In some cases we may confer and identify who may be best suited to the work depending on skill set and previous experience. Within BAE, we develop a Statement of Work, which defines the scope, an outline approach, resources and timescales. This is usually agreed by the project internally and with all relevant stakeholders. On a recent project working with off shore partners, I took a leading role in managing the end to end development for a security implementation for Royal Saudi Air force. This included defining approach, assigning roles/responsibilities, defining project plans and the outcomes/deliverables. Agreeing with partners the measures and objectives, and monitoring progress against the statement of work. I would describe myself as being highly motivated individual who takes the initiative and responsibility.

Business skills

What degree of influence and autonomy do you have regarding which methods, tools and applications you use? What responsibility do you have for your own professional development? What level of communication skills do you exercise? What level of management and leadership skills do you exercise?

Assessment criteria: Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes all requirements into account when making proposals. Takes initiative to keep skills up to date. Mentors colleagues. Maintains an awareness of developments in the industry. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity, innovation and ethical thinking in applying solutions for the benefit of the customer/stakeholder.

On most of the projects I have worked on, I have had high level of autonomy with respect to how work is delivered or managed by the team, our organisation also has a Corporate Operational Framework that we have to comply with which also defines levels of governance and quality gates. Usually working on large programmes I also have to provide the projects delivery approach, timescales, dependencies, constraints and risks back into the overall programme of work so that they can be managed and assessed overall, plans are then usually shared with relevant stakeholders to gain buy in. I encourage and engage others, ask for feedback and guidance in the hope that others would be more willing to also ask for feedback, encouraging people to be more open and try to get people to leave the ego out the office, it can be very empowering for all parties. Letting individuals take leads on their own work gives them confidence to take action on issues as they arise and come up with alternative approaches/solutions to those issues that benefit the business. Engages with customers within the business to get the right requirements to suppliers and suggests modifications to solutions/designs or approach (communications strategy) with supplier to meet customers' needs. Keep messages clear and concise to avoid any confusion, I believe this is essential foundation to good communication. Recent secondment with newly formed Service Management group I provide insight into how the group could move towards ITIL, providing outline strategy for adoption. I consistently shown the ability to challenge cost, timescales and solutions provided by individual suppliers to the benefit of the customer. Strong believer in using industry best practice where appropriate, like TOGAF and ITIL to manage and deliver projects/services; because it provides a well-known method and a common language. Contribute regularly to the BAE DI Architecture sharepoint group.

Complexity

What type of work activities do you perform?

Assessment criteria: Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Understands the relationship between own specialism and wider customer/organisational requirements.

The level of activities that I perform vary from simple to complex activities, some of the complex activities can be overcome by simplifying and breakdown the problem into small parts, identifying resources or capabilities that would be best suited to the activity. Communicating with the stakeholders in clear and concise manner enables all parties to better understand their roles. Example of complex activities that I undertook as the Hosting Technical Authority for the capabilities that we provided to MOD; was to manage and impact assessments for Changes Request driven by numerous projects, these changes were often driven by new capabilities (based on a wide variety of COTS applications) or upgrade to existing capabilities to ensure that we delivered a Hosting environment to support the business needs and keep within the Through Life Cost budget set for the year. Adopting a shared infrastructure approach, rather than stove-pipe solutions allowed us to better utilise hardware infrastructure and reduce costs. By undertaking Impact Assessments we better understood the stakeholders, processes, data, tool and the environment that maybe impacted. Hence be able to provide a solution and improve the transition of capability to production environment.

Influence

In your working environment what is the extent of your influence or impact on others?

Assessment criteria: Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Builds appropriate and effective business relationships. Makes decisions which impact the success of assigned work i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments.

I have undertaken many customer facing roles, in these roles I have worked closely with the customer, gaining their trust by consistently delivering and helping to bridge the gap from IT to business needs; this led on occasions to further work and been seen by the customer in an advisory role. A further example of influence was working with a customer, who wanted to adopt two forms of authentication for a secret network. This required providing the customer (identifying the correct stakeholder) with requirements analysis and the right level of information (presenting a workshop) to help influence the right choice. Within my own organisation, I have in the past been a champion for adopting ITIL as best practice within the Solution Architecture group, presenting ITIL and its benefits.

Once completed please return to:

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