

Position:	Data Architect
Classification Code:	ASO6
Office:	Adelaide
ANZSCO:	313199

Status:

- ☐ Ongoing
- ☒ Contract Term: Up to 2 years
- ☐ Other

Job and Person Specification Approval

Approved by:

Director

10/03/2021
Date

JOB SPECIFICATION

Summary of Role

The primary purpose of the Data Architect is to support the implementation of the Law Office replacement by managing data issues. This includes full lifecycle analysis to include requirements, design, data definition, data cleansing, data migration and implementation of a data warehouse.

The Data Architect will lead activities with a focus to ensure data requirements are identified ensuring reporting requirements are not impacted through the transition and implementation phase.

The Data Architect will also monitor performance and quality control plans to identify improvements.

Reporting/Working Relationships

Reports to: Project Manager – PMO.

Key Stakeholders:

Close working relationships are also required with:

- Project Team, PMO and ICT;
- Senior Leadership Team;
- Internal staff, particularly Reporting Analyst and Policy and Research Officers;
- Key external stakeholders; and
- Government agencies.

Special Conditions

- Some out of hours work may be required.
- Some intra/interstate travel may be required.
- The incumbent may be required to work at any of the Commission's offices as the Commission's needs may require.
- Employment is dependent upon a National Crime Check Certificate and relevant DHS Background Screening Clearances that the Commission finds satisfactory.
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code) relevant legislation and Commission policies and procedures.
- Maintain strict confidentiality, ensuring compliance with Section 31A of the *Legal Services Commission Act 1977*.
- Participation in performance review processes and development programs.
- Actively participate in all mandatory training requirements.

Key Responsibilities and Duties

The Data Architect is a key role and performs a critical function as part of the implementation of the Law Office replacement system.

Data:

- Design a data model to meet the operational needs of the Commission, whilst containing sufficient flexibility to meet the needs of the National Partnership Agreement reporting obligation.
- Advise LSC on best practice data management, particularly as it relates to LSC data, including potential impacts of proposed systems and processes on reporting and data.
- Determine requirements and document reporting needs, with a view to improving the quality, accuracy and timeliness of LSC's reporting.
- Establish data definitions and update them through the development lifecycle, ensuring sufficient information for use by contracted vendor and internal LSC staff.
- Establish and implement a data warehouse, ensuring that the datasets are easy to use and understandable by the business areas.
- Ensure appropriate system and data controls are in documented and implemented within the warehouse.
- Develop and implement interfaces between systems and the data warehouse (ie. ETL), and where appropriate data collection systems.
- Participate in the testing of reporting systems and application systems with a particular focus on data integrity.
- Design and implement maintenance procedures, including backups, restore, archiving and disaster recovery plans.
- Manage database access and security/integrity.
- Monitor and manage database performance.
- Actively participate as part of the project team, in particular the Law Office replacement project.

Other:

- Establish and maintain open and effective working relationships with management, project team and stakeholders to support projects milestones.
- Actively participate and contribute to responsible and safe work practices by ensuring all WHS legislation, policies and procedures are adhered to within the workplace.
- Embrace diversity and cultural differences in the workplace by modelling respectful behaviour in the workplace.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Qualifications in Computer Science, Information Management or other relevant discipline.
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Personal Abilities/Aptitudes/Skills

- Exceptional inter-personal written and verbal communication skills to influence and liaise collaboratively with all levels of staff and stakeholders across the LSC, external organisations, agencies and regulatory bodies.
 - Proven high level capacity to undertake research and analysis, read and comprehend large volumes of complex technical material, deliver technical work products and prepare complex and comprehensive documents including recommendations, reports, proposals and procedures.
 - Proven ability to effectively determine priorities, manage risks, provide hands on support and deal with competing pressures and tight timeframes for complex and high-profile projects.
 - Strong analytical skills with the ability to collect, organize, analyse, and disseminate significant amounts of information with attention to detail and accuracy.
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Experience

- Proven working experience as a Data Architect, Data Administrator, Database Administrator or Data Analyst (or similar role).
 - Technical expertise and experience regarding data models, database standards, database design development, data cleansing and migration.
 - Experience with reporting packages (Business Objects, Crystal, etc), databases (SQL etc), programming (XML, Javascript, or ETL frameworks).
 - Familiarity with use of case tools (frontend/backend) and programming languages API.
 - Experience in supporting the implementation of large-scale organisational change.
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Knowledge

- Excellent knowledge of data backup, recovery, security, integrity and SQL.
 - Knowledge of process modelling tools such as Microsoft Visio, and project management tools such as Microsoft project.
 - Knowledge of project management approaches, tools and phases of the project lifecycle.
 - An understanding of Workplace Health and Safety and Equal Opportunity principles.
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PERSON SPECIFICATION

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Not applicable.
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Personal Abilities/ Skills/ Aptitude

- Knowledge of government processes as they relate to systems and ICT requirements.
 - Acute business acumen and understanding of organisational issues and challenges.
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Experience

- Experience identifying benefits and mapping and measuring benefits.
 - Experience in working with document management systems such as Content Manager.
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Knowledge

- Knowledge of the SA Governments key policies, particularly Cyber Security Framework (SASCSF).
 - Knowledge of statistics and experience using statistical packages for analysing datasets (Excel, SPSS, SAS etc).
 - Knowledge of the organisation, procedures and operations of the Legal Services Commission.
 - An understanding of Risk Management and Risk Assessment policies, procedures and practices.
 - Understanding of Public Sector policies and practices.
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Certified Correct: /...../.....

Acknowledged by Occupant: /...../.....
