Job Description Form – Data Architect

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| **Position number:** | 14367 | **Classification:** | Level 6 |
| **Division:** | Corporate Services | **Branch/section:** | Digital and Technology Services |
| **Reports to:** | 16343 – Manager Business Solutions | **Direct reports:** | 3 |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Corporate Services team includes human resources, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

Position purpose

The Data Architect leads the development of data architectures, enabling data integration and sharing, and manages data governance processes. They oversee all data-related activities, including the enterprise data platform, business intelligence tools and data-sharing capabilities. They work to foster value creation from data assets, and mature the Department’s evidence-based, data-driven decision-making culture. They provide leadership and management of Data Engineers and Business Intelligence Developers.

Responsibilities

1. Leads the development of data architecture and contributes to the Department digital strategies, implementing and managing data governance processes to foster a data-driven decision-making culture.
2. Leads and manages business intelligence activities and projects ensuring documented outcomes are met, including maturing self-service reporting capability by providing training to departmental staff on business intelligence, data management, statistical practices and data interrogation.
3. Exploits the value of enterprise information assets and the analytics used to render insights for decision making and reporting.
4. Oversees the development and management of the enterprise's data and analytics platform including the integration and staging of data, and the development and maintenance of the data lakes, data warehouse and data marts, for use by analysts throughout the organization.
5. Collaborates closely with key business partners to determine data requirements and to create a culture that manages data as an enterprise asset.
6. Identify and standardize the use and governance of data and analytics in support of the enterprise's business strategy.
7. Ensures the governance of data and algorithms used for analysis, analytical applications and automated decision making in alignment with regulatory and compliance requirements
8. Institute a programmatic approach for enterprise information management to identify, prioritize and execute the data and analytic initiatives with clear line of sight to enterprise strategies and business outcomes.
9. Innovate with and expand the organization's research and analytics offerings, emerging analytical approaches, skills and technologies.
10. Create and expand open data offerings to empower citizens, and to enable better government and commercial services.
11. Promotes an ethical culture which models innovation, collaboration, coordination and partnership with a range of diverse stakeholders and within the customer focussed team.
12. Establishes and maintains professional working relationships with key stakeholders and client groups, departmental staff and other government agencies and represents the Department on working groups or committees.
13. Leads, supervises, and prioritizes the activities of a team of the data team, fostering a culture of innovative thinking and creative solutions.
14. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
15. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Demonstrated experience in managing contemporary business intelligence and data warehouse /data lakes platforms, including knowledge of practices and principles.
2. Demonstrated experience in the development of data architecture and governance to aid in maturing data-driven decision-making.
3. Proven data literacy, including the ability to understand, describe and analyse business use cases, data sources and management concepts.
4. High level written communication skills, including the ability to prepare concise and effective reports, presentations, and other materials tailored to the target audience.
5. Highly developed verbal and interpersonal skills with the ability to build productive relationships and capability of communicating technical concepts to diverse stakeholders at all levels.
6. Well developed capability to achieve deadlines, lead a team and manage competing deadlines simultaneously with attention to detail and quality.

Desirable

1. Tertiary qualification in a related discipline.
2. Experience writing scripts and programs for the analysis and manipulation of data (e.g. UNIX or PowerShell scripts, SAS, R, SQL, SAS, python, SSIS, Informatica).
3. Experience using Microsoft Azure data tools e.g. Fabric, PowerBI, Synapse, Data Factory, SSIS, SQL, etc.

Special conditions

Required to have a flexible approach to hours of work to support the needs of the position.

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 25 September 2024 |