

Role profile

- **Job title:** Data Architect
- **Grade:** 10
- **Business area:** Digital Architects
- **Reporting line:** Assistant Director Data and Enterprise Architecture
- **Team:** Digital Services

Job Purpose

Support GMCA's Digital Data and Technology (DDaT) strategy, enhancing our current data-driven capabilities for the future, providing a framework which supports delivery of quality, trust-worthy data to the right people at the right time in the right way.

Set the vision for the organisation's use of data, through data design, to ensure that data is managed properly and meets the organisation's needs.

Ensure that stakeholder requirements are met via solutions that are representative of current and future technical landscapes.

Ensure data systems are reliable, secure, scalable, and aligned with the organisation's strategic goals and objectives.

Be responsible for advising on and driving the data architectural direction of travel for Digital Services ensuring that this supports the organisation's strategies and business plans.

Key working relationships

- Internal and external customer groups and strategic partners
- Senior Managers and team members within GMCA
- Senior Managers, SME and team members within Digital Services
- Technology suppliers – internal and external to the organisation

Key Responsibilities

- To provide advice to project teams and oversee the management of the full data product life cycle.
- To be responsible for ensuring that the organisation's systems are designed in accordance with the enterprise data architecture.
- To oversee the design of multiple data models and have a broad understanding of how each model fulfils the needs of the organisation.
- To design and support the management of data dictionaries.
- To design data models and metadata systems.
- To work with technical architects to make sure that the organisation's systems are designed in accordance with the appropriate data architecture.
- To define and maintain the data technology architecture, including metadata, integration and business intelligence or data warehouse architecture.
- To be responsible for transitioning solutions into the live working environment and ensuring that support teams have the necessary knowledge to run the solution in production.
- To be responsible for ensuring that solutions meet defined architectural goals that include usability (user experience), performance, capacity, security, availability, maintainability and governance.
- To ensure that the solution design process is adhered to by all SMEs.
- To work with and advise other technical SMEs to ensure that a fully collaborative approach to design is achieved.
- To act as focus and provide an escalation point for data design related issues.
- To be responsible for creating and maintaining relationships with partners and vendors outside of GMCA and across the whole of the industry and responsible for representing GMCA within these groups.
- To coordinate and contribute to the production of specific data policy and procedures.
- To be responsible for performing horizon scanning, ensuring that we are using the most

appropriate tools and technologies to provide the best value and protection possible.

- To be responsible for ensuring that the organisation's technical architecture is secure by design.

General

- Build effective relationships with clients, customers, key stakeholders and specialist suppliers.
- Where required, coach system users to develop effective skills, and provide guidance and support on the use of systems and tools to enable them to undertake their roles.
- Provide positive challenge to colleagues across the organisation in considering how things can be done better and more effectively.
- Communicate effectively to ensure all relevant stakeholders are informed and up to date with relevant information, statuses, and progress.
- Proactively contribute to continuous improvement of systems and processes to ensure procedures, policies and guidance are updated in line with legislative and social changes.
- Review key performance indicators to identify and address issues arising, spot trends and take appropriate action to learn, share and improve.
- To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
- Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
- Ensure the services delivered internally and externally are inclusive and accessible.
- To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value and strategic intent.

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

Knowledge, Skills, and Experience

Knowledge and Experience

- Considerable experience of working in a data architecture or equivalent role.
- Proven experience in designing and implementing complex data architectures, including data modeling, database design, and data integration.
- In depth knowledge of SQL and NoSQL databases (e.g., MS SQL, MySQL, MongoDB), including experience in database performance tuning and optimization.
- Hands on experience with cloud based data solutions and services with a particular focus on Microsoft Fabric and Synapse.
- Strong skills in conceptual, logical, and physical data modelling.
- Deep understanding of data warehousing concepts, design, and implementation; familiarity with ETL/ELT processes.
- Understanding of data governance practices, including data quality, data lineage, metadata management, and data privacy regulations.
- Experience in designing and implementing data integration strategies, including knowledge of APIs, ETL processes, and data pipelines.
- Knowledge of BI tools (e.g. Power BI, Tableau) and experience in designing data architectures that support reporting and analytics.
- Understanding of data security best practices, including encryption, access control, and compliance with relevant regulations.
- Ability to effectively communicate complex data concepts to technical and non-technical stakeholders.
- Good understanding of project management and in particular risk and issue management.
- Ability to transition new solutions over to support teams in an effective and well documented way to enable them to provide the required break-fix and management of the service.
- Experience in effectively transferring knowledge and skills to other team members.
- Experience creating Low Level Design (LLD) and High Level Design (HLD) documents.
- Business awareness in relation to availability, capacity, security, and maintainability of an organisation's IT systems.

Skills, Values and Behaviours

- Have the ability to evaluate complex stakeholder requirements, interpreting how they fit within the current eco system, and suggest options for a required solution
- The ability to work with and across the multi-disciplinary teams within Digital Services.
- The ability to challenge constructively and act as a critical friend to achieve solutions that are fit for purpose.
- Ability to produce or improve documentation to a high standard to support newly implemented solutions.
- Ability to lead on the successful delivery of projects and initiatives on time, to budget and of the right quality, ensuring that key benefits are realised, using standard project management methodology.
- Able to develop solution designs which adhere to relevant best practice for the specific area of technology.
- Proactively identify opportunities for digital transformation across all areas of the organisation.
- Effectively lead on effective communication with all stakeholders to support design, build and delivery activities for the solution.
- Ensure that solution designs adhere to IT security standards and GMCA Digital Service's policies and procedures.
- Ensure that that solution designs are representative and incorporate the views of other SMEs across Digital Services.
- Excellent interpersonal skills with the ability to communicate clearly and persuasively, orally and in writing, with all levels of staff, including partners, project leads, technical staff and executives.
- Demonstrates strong commercial awareness and up-to-date knowledge of the market for technical capabilities that could support the public sector and its drive for efficiency.
- Self-motivation and ability to deal with a demanding workload and deliver consistently to deadlines
- Ability to work flexibly and creatively as part of an effective team
- Requirement to travel outside the county to attend meetings etc. when required may include overnight stay.
- Willingness and ability to travel across the county when required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate)

Education, qualifications and associations

Essential

- Minimum 5 years working in IT
- Educated to degree level in a relevant subject or significant demonstrable experience
- Evidence of continuous professional development

Desirable

- Microsoft or other vendor certifications within the relevant area
- TOGAF® Certified
- ITIL® 4 Foundation Certificate in IT Service Management
- Experience working in an ITIL aligned environment
- Experience of project management methodologies and principles

Corporate Duties

Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.

Records Management / Data Protection - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

Health and Safety - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

Service Policies - All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.