|  |  |
| --- | --- |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | NA |
| **PCAT Code** | NA |
| **Date of Approval** | XXXX |

Primary purpose of the role

The Information and Data Architect is responsible for the development of information management standards and practices and for defining the data model and aligning it with the enterprise architectural plan, as well as the structural design of shared information. The role is responsible for architecture design for Enterprise Business Intelligence solutions including Big Data and analytics. The Information and Data Architect ensures effective management of all practices and processes to maintain the security, quality, integrity, safety and availability of the organisation’s data and data structures.

Key accountabilities

* Engage and collaborate with business and technology stakeholders and evaluate technology trends to inform the development of information architecture that meets business needs
* Undertake detailed analysis of the information management requirements across all systems, platforms and applications to guide the development of information management standards in line with the enterprise architectural plan.
* Establish, manage and maintain target architectures, standards and roadmaps within the Information Architecture domain and implement Information Lifecycle Management and data governance frameworks
* Develop and implement comprehensive data strategies for data modelling, master data and reporting and undertake modelling at the conceptual, logical and physical levels incorporating the management of structured and unstructured data
* Define, develop and communicate information management standards relating to the location, media-type and security requirements to facilitate efficient and secure management of all data elements
* Define, develop and communicate the data classification standards to promote consistent and optimal data management practices and incorporate them into information-based developments

Key challenges

* Develop data models that reflect current and future needs and providing seamless and low-risk migration while optimising business spend and efficiency
* Work with senior stakeholders and subject matter experts in driving effective information management standards and policies across the organisation

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Interpret and apply the agreed ICT architecture
* Escalate issues, keep informed, advise and receive instructions
 |
| Work Team | * Support team, work collaboratively to contribute to achieving multiple teams’ business outcomes
* Participate in meetings to obtain the work group perspective and share information.
* Actively support projects and solution architects with definition and guidance to align delivery within enterprise architecture
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|  |  |
| **External** |  |
| Client/Customers | * Manage expectations, resolve and provide solutions
* Provide information and guidance regarding relevant policies, practices and standards
 |
| Professional and Sector Associations | * Participate in architecture forums that impact their domain
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# Role dimensions

## Decision making

x

## Reporting line

x

## Direct reports

x

## Budget/Expenditure

x

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at [www.psc.nsw.gov.au/capabilityframework/ICT](https://www.psc.nsw.gov.au/workforce-management/capability-framework/occupation-specific-capability-sets/ict-professionals)

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| **FOCUS CAPABILITIES** |
| --- |
| Capability group/sets | Capability name | Behavioural indicators | Level |
| Personal Attributes icon | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | * Keep up to date with relevant contemporary knowledge and practices
* Look for and take advantage of opportunities to learn new skills and develop strengths
* Show commitment to achieving challenging goals
* Examine and reflect on own performance
* Seek and respond positively to constructive feedback and guidance
* Demonstrate and maintain a high level of personal motivation
 | Adept |
| Relationships icon | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Present with credibility, engage diverse audiences and test levels of understanding
* Translate technical and complex information clearly and concisely for diverse audiences
* Create opportunities for others to contribute to discussion and debate
* Contribute to and promote information sharing across the organisation
* Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
* Explore creative ways to engage diverse audiences and communicate information
* Adjust style and approach to optimise outcomes
* Write fluently and persuasively in plain English and in a range of styles and formats
 | Advanced |
| Results icon | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work
* Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
* Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
* Ensure current work plans and activities support and are consistent with organisational change initiatives
* Evaluate outcomes and adjust future plans accordingly
 | Adept |
| Business Enablers icon | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | * Champion the use of innovative technologies in the workplace
* Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies
* Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes
* Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes
* Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies
 | Advanced |

| **Occupation specific focus capability set** |
| --- |
| **Capability Set/ Skill** | **Category andSub-Category** | **Level Descriptions** | **Level and Code** |
| **Information governance**Skills Framework for the Information Age logo | Strategy and architecture Information strategy | * Understands the implications of information, both internal and external, that can be mined from business systems and elsewhere.
* Makes decisions based on that information, including the need to make changes to the systems.
* Reviews new change proposals and provides specialist advice on information and records management, including advice on and promotion of collaborative working and assessment and management of information-related risk.
* Creates and maintains an inventory of information assets, which are subject to relevant legislation.
* Prepares and reviews the periodic notification of registration details and submits them to the relevant regulatory authorities.
* Ensures that formal information access requests and complaints are dealt with according to approved procedures.
* Contributes to development of policy, standards and procedures for compliance with relevant legislation.
 | Level 5 IRMG |
| **Enterprise and business architecture**Skills Framework for the Information Age logo | Strategy and architecture Business strategy and planning | * Contributes to the creation and review of a systems capability strategy which meets the strategic requirements of the business.
* Develops models and plans to drive the execution of the strategy, taking advantage of opportunities to improve business performance.
* Takes responsibility for investigative work to determine requirements and specify effective business processes, through improvements in information systems, data management, practices, procedures, organisation and equipment.
 | Level 5STPL |
| **Data management**Skills Framework for the Information Age logo | Strategy and architecture Technical strategy and planning | * Devises and implements master data management processes, including classification, security, quality, ethical principles, retrieval and retention processes.
* Derives data management structures and metadata to support consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation.
* Plans effective data storage, sharing and publishing within the organisation.
* Independently validates external information from multiple sources.
* Assesses issues which might prevent the organisation from making maximum use of its information assets.
 | Level 5 DATM |
| **Information assurance**Skills Framework for the Information Age logo | Strategy and architecture Information strategy | * Interprets information assurance and security policies and applies these in order to manage risks.
* Provides advice and guidance to ensure adoption of and adherence to information assurance architectures, strategies, policies, standards and guidelines.
* Uses testing to support information assurance.
* Contributes to the development of policies, standards and guidelines.
 | Level 5 INAS |
| **Solution architecture**Skills Framework for the Information Age logo | Strategy and architecture Technical strategy and planning | * Leads the development of solution architectures in specific business, infrastructure or functional areas.
* Ensures that appropriate tools and methods are available, understood and employed in architecture development.
* Within a change programme, leads the preparation of technical plans and, in liaison with business assurance and project staff, ensures that appropriate technical resources are made available.
* Provides advice on technical aspects of solution development and integration (including requests for changes, deviations from specifications, etc.) and ensures that relevant technical strategies, policies, standards and practices (including security) are applied correctly.
 | Level 5 ARCH |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
| Personal Attributes icon | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| Relationships icon | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| Results icon | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
|  | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| Business Enablers icon | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
|  | Project Management | Understand and apply effective planning, coordination and control methods | Adept |

| Occupation specific complimentary capabilities |
| --- |
| **Capability Set** | **Category and Sub-category** | **Description** | **Level and Code** |
| **Specialist advice**Skills Framework for the Information Age logo | Strategy and architectureAdvice and guidance | The development and exploitation of expertise in any specific area of information or communications technology, digital working, specific techniques, methodologies, products or application areas, for the purposes of providing specialist advice. | Level 5TECH |