

POSITION DESCRIPTION
Data Architect

Position Summary/Purpose

Reporting to Manager, Data Management and Preservation, the Data Architect will play a lead role in defining, assessing, and implementing the Office of the Assembly's (OA) data management plans, architecture and processes. The Data Architect will translate roadmaps and strategies into specific operational objectives that build robust and efficient data architecture. The position will lead data planning activities including access control and warehousing while working closely with stakeholders across the OA to ensure the optimal data structure, framework, policies and guidelines are in place to support the OA and Members of Provincial Parliament.

Duties and Responsibilities

1. Develop and maintain an enterprise data architecture roadmap and strategic plan aligned with the OA's goals for technology, platforms and digital modernization.
2. Lead data management initiatives including classification, archiving, and access management, ensuring data security, compliance, and end-to-end lifecycle management of Assembly data.
3. Responsible for ensuring the Assembly's confidentiality, integrity, and data availability goals are met.
4. Design and implement data models, taxonomies, metadata schemas, and integration frameworks that support legislative business.
5. Act as the SME in data architecture best practices, design patterns, reference architectures, service-oriented architecture, and micro-services.
6. Champion interoperability and consistency across the OA including Hansard data, records management, document repositories, and web portals.
7. Ensure compliance with relevant legislation, including privacy, security, bilingualism, accessibility and freedom of information.
8. Lead data warehousing and business intelligence programs and services.
9. Maintain comprehensive documentation, architecture plans, design decisions, and process documentation.
10. Identify and present plans to mitigate architectural and data design risks.
11. Evaluate emerging technologies (e.g., AI, cloud services, linked open data) for application within the legislative context.

12. Track business and technology trends and recommends new opportunities, solutions, tools, and approaches.
13. Provide training opportunities and improve access and uptake across Assembly branches to managed datasets.

Job Requirements

Training/Knowledge

- Degree in Information Technology, Computer Science or related field, or 6-8 years equivalent combination of related education and work experience in this specialized subject area
- Minimum 5 years of relevant professional work experience
- Experience working with data frameworks in a public sector, legislative, or similar regulated industry
- Experience assessing and managing data governance frameworks including architecture and data warehouse design for an organization
- Experience leading cross-functional teams working on data migration, consolidation, and optimization
- Experience with industry standard data management tools including Microsoft 365, SharePoint, Fabric, and the Power Platform
- Expert knowledge of database design, data modelling and warehousing tools including data analytics and database technologies.
- Knowledge of APIs, RESTful services and common system integration techniques
- Knowledge of data security concepts including access control, security groups and permissions management
- Familiarity with database design, data modeling and master data management tools
- Ability to interpret data trends, create reports and highlight data-driven decisions
- Certifications in the field of Data Management from a recognized institution is an asset
- Strong technical documentation, research, and analytical skills
- Solid understanding of product management, agile principles, and development methodologies
- Excellent communications, interpersonal and relationship management skills, and the ability to interact professionally with all levels of staff
- Advanced organizational skills with demonstrated ability to be flexible, set priorities, and manage competing deadlines

Judgement:

Under the general direction of the Manager, Data Management and Preservation, the position exercises independent judgment in arranging and conducting stakeholder interviews, data and systems analysis work while documenting outcomes. Maintains appropriate data techniques when storing, modifying or sharing information from Assembly databases and systems. Consults and communicates with all stakeholders within the Division and the OA. Consults with stakeholders and business unit members to elicit business needs and requirements. Ensures appropriate data-related protocols and procedures are followed, including security and privacy.

Confidentiality:

Position follows prescribed rules and procedures to safeguard information in the course of handling confidential materials. Has access to or knowledge of confidential OA data and working files. This may occur, for example, for the migration of confidential data from one system to another or for information architecture consultation.

Impact

Errors could result in incorrect or misleading data that will misinform Members, Assembly staff and the public. This could affect decisions that Members and Assembly staff make to great consequence. It could also result in poorly constructed data models wasting Assembly resources for little return.

In sum, consequences of errors may result in inaccurate information, misled and dissatisfied Members and Assembly staff, poor decision making due to erroneous data, duplication of efforts and costs, and waste of Assembly resources.

Contacts:

Works co-operatively, on a regular basis with internal contacts such as Branch staff/, managers and other staff of the iDivision/Assembly to ensure a high-quality data structure and strategy. Communicates effectively with staff at all levels of the Assembly as well as external contacts such as system/product vendors, publishers, vendors, other libraries in the exchange/provision of information related to data and digital services.

Position works to satisfy all clients' expectations when responding to inquiries regarding data services, products, acquisitions and information resource requests, ensuring quality customer service.

Supervision:

Position does not have direct supervision of staff.

Position contributes to the overall operation of Data Management and Preservation and under the general direction of the Manager, provides leadership and professional expertise to the staff in the unit, leading projects and delegating work before we lead project, this individual will design and then delegating work, and they will provide ongoing specialized analysis, feedback and guidance to the data management teams and others across the Assembly.

Position establishes and maintains performance/service standards and holds staff members including external contacts accountable for the performance of their tasks or delivery of services.

Working Environment:

Position operates a PC, using a keyboard daily as required in the performance of job tasks. Works generally in a sitting position, with frequent movements throughout the Branch. Position requires VMA concentration to compose reports, conduct systematic searches of information sources, including constant scanning of vast quantities of information in print and on computer screens on a daily basis.