ROLE DESCRIPTION

Role Title: Senior Advisor: Data Architect	**Number and Title of Direct Reports:** N/A
Directorate: Information	**Budget:** N/A
Reports To: Application Support/Maintenance Manager	**Location:** Wellington
Remuneration Grade: IT18	**Delegation Level:** N/A

Role of Tertiary Education Commission (Te Amorangi Matauranga Matua)

The TEC's vision is for all New Zealanders to be equipped with the knowledge and skills they need for lifelong success.

Our key functions are to:
- Invest government funding in tertiary education
- Provide information and advice to government about tertiary education organisations and the tertiary education sector
- Monitor and manage the performance of tertiary education organisations.

In giving effect to the Government's strategic direction for tertiary education (set out in the Tertiary Education Strategy) we are working to:
- Champion aspiration/Whakangākau – provide the opportunity for all New Zealanders to engage in lifelong education to develop and enhance skills as they are needed
- Building partnerships/Mahi Ngātahi – maximise our impact by engaging with and leveraging our partners
- Develop an investment approach/Tautoko – to optimise the return from the tertiary education spend.

Our Values

We aim high *Whaia te iti Kahurangi*
We feel passionate about making sure everyone has access to life-changing opportunities of tertiary education.

We partner for success *Hononga*
We listen to the providers and seek to build trust. We are all aiming for the best possible outcomes for learners.

We work as one *Kotahitanga*
We pull together the right resources for the job and are flexible in working with others across the organisation.

We learn and innovate *Ngaiotanga*
We are always looking for ways to do things better and make more of an impact. We have freedom to make changes and focus on what really matters.

More information can be found on our website: **www.tec.govt.nz**

Information Directorate:

The Information Directorate is responsible for end-to-end ownership and accountability for all information systems supporting the operational deliverables of the broader organisation. In particular this includes the development, maintenance, management and optimisation of TEC's ICT and information management systems and interfaces, including TEC's data and information warehouse. The Directorate performs data analysis and reports on sector-wide performance, delivers training and system support to staff, including the helpdesk function for the systems and applications deployed across TEC and oversees TEC's records management responsibilities.

Role Purpose:

The role of the Data Architect in Application Support is to review and where appropriate, execute the design, creation, deployment and management of TEC's data architecture. This role also co-ordinates the interfaces with required (internal & external) data sources. It will define and/or influence how data will be stored, consumed, integrated and managed by different entities and IT systems, as well as any business applications using or processing that data in some way.

Data Architecture is concerned with models, policies, rules or standards that govern how data is collected, stored, arranged, integrated and put to use in data systems within TEC. This role works closely with other architecture functions, including business, information, application/system and infrastructure architecture and is focused on both strategic objectives and tactical demands.

Key Accountabilities:	Deliverables	Example Measures
- Working with the Information & Data Warehouse Data Architects in the development and maintenance of the Enterprise Data Model (EDM). - Engage with projects to support new requirements are reflected in the EDM - Liaise with project delivery teams to ensure	- Build relationship between TEC business, architects and IT support and Development groups - Agreed Data Model standards for TEC - Provide support on Data	- Champion the TEC Data Models in order for business, project and database teams to implement appropriate database to support TEC applications - Produce and maintain standard and procedure documentations regarding TEC Data architecture

Key Accountabilities:	Deliverables	Example Measures
solutions reflect the TEC data model.	architecture/model for TEC queries	and therefore Data Model
• Consult with and assist DBA's to design and implement appropriate database implementations that adequately support the TEC data architecture and business solution designs.	• Quality Assured reviewed designs exist • Well maintained models exist	• Management of Livetime and Jira Calls logged.
• Consult with and assist DBA's and development teams to ensure the physical and logical integrity of data.		
• Develop and maintain standards, processes and tools to ensure the fidelity of the EDM.		
• Contribute to the effective development and design of business solutions by ensuring that projects incorporate necessary consideration of the EDM implications.		
• Participate in system design sessions and reviews.	• I can articulate key TEC business processes and practices	• Defining the funding lifecycle. • Knowing where key data sources originate and how.
• Ensure compliance with appropriate standards, methodologies and procedures. Perform quality assurance activities as directed.		
• Assist in the creation and management of Enterprisereports		
• Support and manage the data structure component of TEC's existing Production systems.		
• Support the user community relating to all aspects of Data issues and requirements		
• Support all audit and data quality requirements		
• Build and maintain an understanding of TEC's core business processes and practices		
• Proactive awareness of health and safety in the workplace	• Ensure knowledge and understanding of Health, Safety and Wellbeing. • Comply with TEC's Health and Safety policies and procedures, for reporting accidents and hazards.	• Evidence of a clear understanding and compliance with health and safety policy and procedures.

Key Relationships:	
Internal	**External**
• Information Directorate Staff • TEC Business, Information, Application/System & Infrastructure Architects • Project Managers • Business representatives where necessary	• Providers, Vendors, suppliers and external information services networks • External IT customers • Key contacts in other government agencies, particularly in the education sector

Knowledge, Experience and Skills Required:	
• A sound knowledge of data architecture principles • Experience with maintaining Enterprise Data Models • Strong analytical skills • Strong process and data modelling skills • Knowledge of Enterprise Architect, Power Designer (desirable) • Expertise in the major toolsets associated with data architecture and data management • Ability to work with business analysts and solution designers to ensure the TEC Data models is properly maintained	• Knowledge of e-business and web-centric business service delivery models • Sound knowledge of TEC's core business practices • Knowledge of data integration methods • Strong process and Data Modelling skills • Knowledge of data management principles and practices • Experience in SQL, and Microsoft SQL Server • Self-motivating, proactive • Excellent written and oral communications skills

TEC Core Competencies:	**Role Specific Competencies:**
TEC staff working as one organisation are expected to demonstrate the following competencies: • Connects with people • Is a team player	The specific competencies required for this role are: • Is political and organisation savvy • Manages Risks • Is innovative and breaks barriers

TEC Core Competencies:	Role Specific Competencies:
• Is an ambassador and champion for 'One TEC' • Is innovative and breaks barriers • Has the cultural capability to drive beneficial outcomes for Māori learners	• Written Communications • Technical/ Professional expertise