

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Data Architect
Position Number:	525690, 525793
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Health ICT – HRIS Program
Position Type:	Fixed-Term, Full Time
Location:	South
Reports to:	Data Migration and Reporting Team Leader - HRIS
Effective Date:	February 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Previous experience in data migration activities for large-scale projects Qualifications and/or accreditation in an appropriate course of study from a recognised tertiary institution Current Driver's Licence
Position Features:	Some duties to be undertaken outside of normal working hours Travel between sites to be undertaken Potential intrastate or interstate travel

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Working within the Human Resource Information System (HRIS) program team, the Data Architect, will use specialist skills and knowledge to deliver aspects of the HRIS Data Migration and Reporting strategies.

Work effectively with the HRIS Data Migration and Reporting team to identify data quality and consistency issues and develop remediation plans for stakeholders to ensure successful data migration activities.

Collaborate with HRIS Business, Project, and Vendor stakeholders to develop & implement source system data mapping and migration processes.

Duties:

1. Implement the Data Migration and Reporting strategies for the HRIS program by ensuring strategy and roadmap align to the Department business and technology strategies.
2. Develop and build the HRIS staging database to extract, analyse and translate source system data into a form suitable for migration into the new HRIS platform.
3. Analyse source systems to identify data quality issues and develop data remediation plans to resolve issues in conjunction with business stakeholders and HRIS project team.
4. Design, build and prepare accurate data quality reconciliation reports to verify source system data transformation and migration has occurred successfully.
5. Collaborate with HRIS vendor consultants to develop source system data schema translation into a form suitable for HRIS migration.
6. Support the successful establishment of data governance for data migration activities including recommending and implementing new operating methods to improve data flow, collection, editing, and processing.
7. Analyse database implementation methods to ensure they align with HRIS and Department policies and any external regulations that may apply.
8. Ensure Department's data protection guideline is followed and conforms to data security requirements.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

The Data Architect will report to, and work under the broad direction of the Data Migration and Reporting Team Leader but may be required to take direction from other Managers within the HRIS Program.

The occupant:

- Works with a considerable degree of operational autonomy and independence, and determines their day-to-day approach, development, and operation of activities.
- Actively contributes to the effective development and design of business solutions.
- Ensures appropriate security practices are embedded in any data strategy.
- Identifies, documents, and validates data migration requirements.
- Where applicable, exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complies at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participates in and contributes to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

In the context of the focus of duties please address the following capabilities:

Personal Attributes

- In a project management context, demonstrate sound judgement, intelligence, and innovative thinking with demonstrated professionalism, integrity, resilience, and self-awareness.
- Proven self-management skills, including a demonstrated capacity to work to string deadlines, be flexible and adaptable, solve problems and be highly organised.

Relationship Building and Maintenance

- Demonstrated interpersonal, negotiation and communication skills with the ability to nurture internal and external relationships, facilitate co-operation and value difference and diversity.

Job Skills

- Demonstrated:
 - Ability to provide high level specialist advise on data analysis and migration.
 - Understanding of legislative requirements relating to data retention and use of personal information.
 - Ability to prepare complex documentation including development of data remediation and migration plans.

Outcomes/Deliverables

- Ability to work within a project management environment to problem solve and deliver high quality project outcomes that are both timely and compliant.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).