

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Data Architect

Digital, Technology and Innovation

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West
Northamptonshire
Council

Purpose and impact:

To work with business and technology teams to drive the right strategic technology decisions for WNC. To ensure that WNC's use of data and information is used to its maximum potential to drive improvement and performance. To support the design and implementation of a data architecture framework to fulfil the strategic data needs of the organisation ensuring alignment to the data strategy, data architecture standards and Data Governance.

Accountable to:

This role is accountable to the Head of IT Strategy & Architecture, with no line management responsibility. The role sits within Digital, Technology and Innovation Team, part of the Assistant Chief Executive's Office in West Northamptonshire Council.

Responsibilities:

1. Consult with stakeholders in the business, including at senior level (i.e., Executive/Assistant Directors, Service Owners). Lead the development of methods to map data from source to target and establish current & future state based on business data requirements. Support significant data migration programmes as required.
2. Lead the design, documentation and build of a data architecture framework for the council, balancing the concerns of disparate stakeholders, and guiding strategic decisions around technology and the application in accordance with what is best for the whole organisation.
3. Lead significant data projects and programmes for WNC to help the council to create business and user value from data.
4. Lead the development of the Data Strategy for WNC collaborating with the CIO as well as Information Governance and Data Privacy to ensure alignment to compliance such as GDPR and PCI and the wider Digital, Technology and Innovation Strategy.
5. Implement Data Governance across WNC ensuring there is alignment to other Governance within WNC such as Information and Solution Governance.
6. Collaborate with the Senior Solutions Architects to help Enterprise Architecture and Solutions Architecture practices work seamlessly together, as far as possible.
7. Provide leadership in the promotion of Data as an asset ensuring Data Ownership and Data Stewardship is agreed.
8. Use a range of tools and software products to develop predictive models for service delivery. Take full responsibility for data innovation in the council, working closely with data scientists to innovate and move the council in a new direction in our ability to understand and predict demand.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/I
Able to perform data architecture for a solution, such as creating a logical data model ensuring alignment to the Enterprise Data Model.	Essential	A/I
Able to perform data architecture, such as creating data models at conceptual, logical, or physical levels.	Essential	A/I
Able to map customer journeys using logical data flows	Essential	A/I
Able to build lasting relationships with stakeholders up to and including Director level. Able to understand the needs of those stakeholders and to translate them into IT strategy.	Essential	A/I
Able to demonstrate effective written and verbal communication skills. Able to present information to larger audiences effectively, giving the right level of information, in the right format to suit different stakeholders, including at the most senior levels.	Essential	A/I
Able to think in conceptual, logical, and physical terms, at different degrees of scale, and switch quickly between thinking at different layers of abstraction.	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate knowledge of how an organisation's strategy and goals can be translated into architectures, technology roadmaps, actions, etc.	Essential	A/I
Deep understanding of data architecture, including how to explain this to a non-technical audience. Knowledge of corporate, industry and professional data standards.	Essential	A/I
In-depth knowledge of modern data practices, including the technologies used, platforms and services, and the interface with cloud technologies	Essential	A/I
Able to demonstrate knowledge of a range of Architectural patterns (e.g., SOA, Microservices) and able to recommend the right patterns for the right situations.	Essential	A/I
A knowledge of the evolution of data practices, skills, frameworks and strategy in the UK public sector, as well as the supplier market.	Desirable	A/I

Relevant experience:	Essential / Desirable	Measured by
Experience using modern data tools, technologies and platforms	Essential	A/I
Previous experience dealing with large scale digital transformation within complex organisations. Experience with rationalising multiple duplicate applications is highly desired.	Desirable	A/I
Significant experience in data Warehousing/Data Lake, ETL / Data Processing, Data Migration	Desirable	A/I
Experience in implementing a framework to support the exploitation of analytical reports using different tools e.g. Power BI, Google Analytics, Excel with appropriate controls and environments.	Essential	A/I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Appropriate Architecture qualification (e.g., BCS E&SA, Zachmann, TOGAF) or equivalent professional experience.	Essential	A

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square, Northampton
Job family band:	Professional Support 11	Worker type:	Flexible
Salary range:	£63,510 to £66,561	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

