

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Data Architecture Manager |
| **Reports to** | Assistant Director of People Technology – One Devon |
| **Band** | Band 8a |
| **Department/Directorate** | One Devon People Technology |

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| **JOB PURPOSE** |
| The postholder will be the senior lead responsible for, providing leadership and direction in developing and maintaining a modern data architecture to support reporting and analysis and ensuring People (Workforce) Data is governed and compliant to all Information Governance rules and regulations.  Reporting to the Assistant Director of People Technology for One Devon and being part of the One Devon People Technology senior leadership team, the postholder will work closely with colleagues to promote innovative data management solutions, to maintain good data governance and to create efficiencies through automation. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The main duties and responsibilities of the post are:   * Responsible for the leadership and operational management and performance of the People data architecture & Compliance team * Provides specialist technical expertise to the organisation and support for the development and delivery of complex information systems and applications in particular Azure Data Warehousing. * Develops and manages the systems development annual work programme and specific development projects * Provides service advice to inform strategic business planning * Accountable for the Information Governance compliance regarding People Data, and their respective applications against DPIA’s and to ensure compliance to DSPT measures. * Develops and project-manages automated solutions to streamline data intelligence processes, delivering efficiencies to the team * Provides specialist advice across a range of technical data areas, particularly systems, applications, data warehousing, software development and information security * Lead contact for Business Intelligence and “intelligent customer” role with digital teams and IM&T Service Providers across the Devon ICS. * Supports development of the People Technology strategy, including a lead role developing and delivering the organisation’s people & assignment data architecture * Provides line management support and manages any HR issues arising from staff within the team, such as sickness and performance, escalating where necessary according to Trust policy * Is the data architecture subject matter expert (SME) for One Devon People Technology. * Works closely with the Associate Director of People Technology and the One Devon People Technology senior leadership to identify and deliver improvements in data management, with particular close working with the Boomi Product Team. * Ensures that the data architecture is efficient, cost effective and secure * Ensures compliance with the Trust Governance Procedures, Policies and Standards as they apply to the People Technology and Data environment * Ensure that there are robust and documented validation and quality assurance processes in place * Attend meetings as appropriate and, when required, to act as the One Devon People Technology team representative or to represent the Associate Director of People Technology – One Devon |
| **KEY WORKING RELATIONSHIPS** |
| Number of staff reporting to this role: It is currently envisioned that this post holder will have 2 permanent roles as well as managing short and long term secondments from other teams related to the development of the data architecture.    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter them on a day to day basis.  In addition the post holder will deal with the wider healthcare community and external organisations, most notably the ICB, DELT and data leads in other ICS organisations in Devon and nationally. This will include communicating through verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | Business Intelligence team (RDUH and ICB) | ICB | | Digital team | DELT | | EPR team | UHP,TDH, Livewell, DPT. | | Other colleagues as work requires | NHSE | |  | Third parties providing services or support | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Be responsible for own area of work, working autonomously to plan and organise workload to meet multiple and often conflicting deadlines.  Work in a complex and unstructured multi-disciplinary environment; be able to act with minimum guidelines and set standards for others. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Maintain good, productive working relationships with the business intelligence teams, the System People Leads in One Devon Programme and relevant leads in other functions to ensure the successful delivery of the enabling architecture.  Promote excellent customer service and effective communication to members of the business intelligence shared service and key stakeholders.  Manage effective relationships as required with external organisations such as Epic, DELT, ESR and other system suppliers who manage People Data.  Provides and receives highly complex, sensitive or contentious data. Translates technical aspects of the analytics environment effectively into understandable concepts and language for other members of the Business Intelligence, EPR and digital teams in order to inform action.  Demonstrate/present highly complex build work in an easy to understand format to individuals and/or large groups, including at senior and director level.  Initiate, maintain and publish reporting timescales to all appropriate personnel and co-ordinate the submissions and delivery of information. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Interpretation and analysis of highly complex data and data models in order to be able to deliver the business requirements.  Implement the design of the People Data architecture including the extraction, transfer and load of data to deliver the BI requirements of the organisation ensuring information governance.  Make judgements on how to design and deliver the optimal data architecture outside of EPIC & BI. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Facilitate a planning process which supports the Trusts Business Intelligence and One Devon People Digital Strategies to make formal programme and project plans.  Planning and organising a wide range of complex activities relating to data architecture development, some of which are ongoing and require formulation and adjustment of plans.  Working with the Associate Director of People Technology – One Devon and other senior colleagues to regularly risk assess progress and respond to, and escalate, issues as appropriate. |
| **PATIENT/CLIENT CARE** |
| Patient contact is incidental |
| **POLICY/SERVICE DEVELOPMENT** |
| Responsible for the development of procedures and practices which will impact across the whole organisation including:   * Establishing Standard Operating Procedures that meet national standards for the way in which the people data architecture will be used and maintained across the Devon region. * Interpreting policies relating to data management and architecture and relating them to the wider organisational strategies and plans, including the business intelligence and digital strategies with the 6 legal entities which make up One Devon. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Prepare and submit business cases for new developments that may arise from the process of delivering changes to the data architecture.  Be responsible and accountable for delegated budgets within areas of responsibility. |
| **HUMAN RESOURCES** |
| Responsible for leadership and development of work plan for the team, assigning relevant work to other members of the team.  Line management and day-to-day leadership of a team of developers in the design, development and maintenance of the data architecture. This will include recruitment, PDRs, performance management, managing grievance and disciplinary procedures, mentoring and coaching where appropriate. |
| **INFORMATION RESOURCES** |
| Responsible for the operations of one or more information systems for several services, that run across the organisation.  Participates in the strategic design, development and management of the Trust’s information systems including all aspects of project management, software development, implementation and management of designated systems.  Establish and maintain comprehensive documentation of the definitions and standards used in the delivery of the People Data architecture.  Ensures that systems are based around securely managed data flows into the data warehouse and these are subject to rigorous data quality and validation procedures.  Staffing information will require use of ESR and E-Roster and other Workforce Applications within the Portfolio of People Technology..  All staff have a responsibility for data quality and for ensuring all data, both written and electronic, is recorded accurately and in a timely manner.  Set up and maintain a library and log of data quality information reporting requirements, including deadlines and department contacts, taking advantage of the most appropriate information technology medium. This must take account of control access adhering to the Data Protection Act and Caldicott requirements. |
| **RESEARCH AND DEVELOPMENT** |
| Ensure data architecture develops continually to meet changing requirements including local, regional, national and legal measures..  Identify and recommend suitable data sources for new areas of data flows.  Ensure validation and data quality activity is completed and tracked, and regular audit processes are in place. |
| **PHYSICAL SKILLS** |
| Advanced keyboard skills are required, with the additional ability to operate and interact with a number of complex systems at the same time. |
| **PHYSICAL EFFORT** |
| Extended periods of computer use. Ability to lift and carry IT equipment on an occasional basis. Likely to attend meetings throughout the working week. |
| **MENTAL EFFORT** |
| Frequent periods of concentration related to tasks associated with the management and automation of data processes. Unpredictable work pattern linked to meeting Trust priorities. |
| **EMOTIONAL EFFORT** |
| Minimal and infrequent exposure to emotional or distressing circumstances. |
| **WORKING CONDITIONS** |
| Minimal and infrequent contact with adverse environmental conditions or hazards. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Data Architecture Manager |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Educated to degree level in a relevant subject or equivalent experience. * Masters degree in software systems and design or equivalent experience of working in the same specialist area * Prince 2 Foundation | E  E | D |
| **KNOWLEDGE/SKILLS**   * Highly developed specialist and applied knowledge of NHS information systems and the gathering, processing, storage and management of data flows across multiple settings (including acute, mental health, primary care) acquired through relevant senior developer and managerial experience * Advanced technical skills in the management of data, maintenance and optimisation of data warehouses and application development, including MS SQL server as a database administration tool, web application development and SSIS * Advanced technical skills in report development using an enterprise reporting tool * Demonstrate ability to complex interpret data and effectively present highly sophisticated analysis and findings * Experience of managing complex projects or areas with complex working practices * Knowledge of NHS clinical systems * Extensive knowledge of NHS Information standards * Possess excellent analytical and numeracy skills * Advanced Proficiency in data management applications * Ability to apply information intelligence to the data and present complex information to multidisciplinary audience * High level of oral and written communication skills and a good personal presence * Ability to effectively liaise with a variety of staff across all grades * Knowledge of strategic developments in health informatics and particularly related to NHSE * Extensive knowledge of NHS Commissioning information * Exceptional ability to plan, prioritise work and manage deadlines * Ability to deal with information of a confidential and sensitive nature. * Extension knowledge of Azure utilisation * Extensive knowledge of GDRP – Relating to People Data | E  E  E  E  E  E  E  E  E  E  E  E  E  E | D  D  D  D |
| **EXPERIENCE**   * Proven experience at senior manager level leading a technical data warehouse or architecture team in a senior developer role * Good working knowledge of data across multiple organisations and settings * Proven experience of working alongside senior managers * Experience of managing 3rd party suppliers to delivery of complex work packages and projects * Experience of complex data warehouse developments requiring minimum disruption to end users * Experience of Stakeholder Management * Prior experience of interpreting technical & professional IM&T policies, for non-technical staff * Significant experience of managing and leading a technical data team/Information Governance Team | E  E  E  E  E  E  E | D |
| **PERSONAL ATTRIBUTES**   * Able to prioritise tasks, work on own initiative and manage own workload * Excellent communication skills both written and verbal. * Proven experience in the ability to interact with personnel at all levels both clinical and non-clinical within healthcare * Be enthusiastic, responsive to new demands, willing to learn new skills and welcome change * Demonstrate the ability to plan and organise effectively * Excellent interpersonal skills and professional presentation * Ability to produce and deliver, or receive and process, detailed complex and highly sensitive information. * Self-motivated and able to take responsibility for decisions * Has good insight and the ability to respond well to constructive criticism * Team player * Logical and pragmatic approach to problem solving * Proven ability to work under significant pressure with competing priorities * Personal credibility, with ability to quickly gain the confidence of others. * Honesty, openness and integrity | E  E  E  E  E  E  E  E  E  E  E  E | D |
| **OTHER REQUIREMENTS**  Occasional requirement to travel to other sites as required | E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | Y |  | X |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y | X |  |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y | X |  |  |  |
| Working in isolation | Y |  |  |  | X |
| Challenging behaviour | Y | X |  |  |  |