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| **Role title:** | Data Architect | **Responsible to:** | Head of Engineering & Architecture |
| **Division:** | Member Experience, Digital and Data | **Department:** | Engineering & Architecture |
| **Direct Reports and Level:** | No Direct reports | **Scope:** | Engineering & Architecture |
| **Scale:** | N/A |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 1 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Data Architect is responsible for the definition, development, and governance of the Data Architecture domain and supporting the design of end-end solutions in a way which enhances services to our members, optimises operational efficiency and shapes the future strategy of the Enterprise. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational**   * Support the delivery of the Data, Digital and overall Change strategy and contribute to the development and delivery of the Architecture and Design strategy to plan, cost and quality. * Lead on the definition, development, and governance of the Data Architecture Domain and contribute to other architecture domains (Domains: Business, Application, Data, Technology, Security) to ensure outcomes align with the corporate strategy. * Identify emerging trends and define strategies for adopting new technologies. | * Corporate Strategic priorities Vs plan * Division Plan delivery Vs plan * Delivery of projects to plan * Financial performance Vs plan * Operational Metrics vs SLAs * Delivery of Architecture Artefacts – actual v plan |
| **Financial**   * Provide business case recommendations on business impacts and resources required to implement solutions which are cost effective * Provide input and guidance into budget for the forthcoming year in order to ensure the Architecture is maintained and developed within the Enterprise for a domain. * Ensure that all spend is managed within organisation policy reporting on variance to budget to the MEDD leadership team. | * Operational budget Vs Plan * Project Quotes v actual cost at end of project |
| **Member**   * Ensure architecture blueprints are member centric, align to strategy and have clear roadmaps for delivery ensuring an effective and efficient service to members. * Support the development and delivery of all necessary systems, policies and procedures which enable value for money for members. * Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency, deliver on KPIs and great member experience and outcome. | * Net promoter score * Stakeholder feedback * Operational Metrics vs SLAs * Quality monitoring / Outcomes testing scores / compliance testing and internal audit scores * Increased enterprise capabilities to support MPS members |
| **People**   * Take accountability for own CPD, training, competence, performance and engagement of self and colleagues, ensuring clarity on own accountabilities and comply with all law, governance, policy standards and processes. * To work with stakeholders to specify, design and select solutions that deliver business outcomes that align to the defined roadmap. | * Compliance with Training and Competence Schemes * Delivery of Personal Development Plan to plan * One to one / performance review meetings Vs Plan * Quality monitoring / Outcomes testing scores / compliance testing and internal audit scores |
| **Risk**   * Management of controls directly related to the design of Architectural components and governance of project solutions to minimise the risk to MPS from poor design * Contribute to an environment where all colleagues in MEDD recognise the importance of risk identification and management * Identify and report risks and issues identified within Digital and Change and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues. * Adhere to business processes and controls which are in place to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable) * Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to health and safety, data protection and IT security. | * Risk & Control Self- Assessments * QA Audit Actions * Internal and External audit outcomes * Report supplier risk * Report supplier audit actions |

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| **Responsibilities (RACI)** |
| * Provide clarity of how MPS operates through the documentation of core data architecture models by ensuring that the model framework uses agreed terminology and that interdependencies between models are described accurately to enable effective collaboration. * Provide clarity of change impacts leading to better decision making by ensuring that planned changes to an application, process or operating model are consistently understood, are fully scoped, and that existing constraints are not carried forward unknowingly. * Provide clarity of Enterprise complexity leading to better change prioritisation by ensuring that each application is modelled for process, services, products and people and to make visible where the implementation of the capability is more complex than needed. * Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * Deputy Chair of the Architecture and Design Authority * Member of Programme Change Boards |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading others |
| Building Capability in Self and Others | Leading others |
| Influencing Others | Leading others |
| Collaborating for Results | Leading others |
| Commercial and Risk Thinking | Leading others |
| Leading Self and Others | Leading self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Sound knowledge of frameworks such as TOGAF and PRINCE * An understanding of the Insurance or similar market * Subject matter expertise within Data Definition Domain gained from an architecture environment * A strong awareness of data architecture modelling | * Good organisational skills * Ability to work to tight deadlines; * Excellent attention to detail * Ability to engage and challenge at all levels; strong influencing skills coupled with tenacity and resilience. * Ability to communicate clearly and effectively. * Working as part of a team, contributing to achieving team targets * The ability to work effectively across a number of concurrent projects * Can operate at both a big picture and a detail level with ability to act as an agent for change for both | * Previous experience working as an Architect, Business Solution Designer or Principal Analyst role * Experience with structured programme and project management approaches * Extensive experience of working in relationship-based environments * Experience of supporting projects in a matrix type structure * Experience of delivering complex solutions within an Enterprise and/or experience of delivering integrated solutions involving third parties |
| **Desirable** | * An awareness of application, data, security and modern IT architecture * Familiar with modelling techniques and languages | * Competency in one or more EA modelling tools * Courage to challenge * Resilient to challenges | * Experience of working in a regulatory market and implementation and design of appropriate controls. |