Girlguiding Job profile

Basic job details	Job Level: H + 15%
Job Title: Data Architect	Reports to: Head of Digital Accountable to: Solution Lead
Department: Digital	Directorate: Strategy, Technology, and Transformation

Overall purpose of job
To lead on the design, implementation and ongoing improvement of Girlguiding's strategic data architecture, platform and capability whilst ensuring alignment with business needs. Enable and promote Girlguiding's effective use and management of data across the organisation.

Main areas of responsibility
1. Taking responsibility for the design and development of the strategic data architecture and data platform, including the logical data model, reference architectures, and data dictionaries; defining how all data entities and objects across the organisation are related, to underpin and guide all data management activities. 2. Championing data architecture and data management best practice supporting the organisation-wide development of data capabilities and change by building relationships and coproducing solutions with stakeholders. 3. Assuring the organisation-wide understanding of the data landscape through the development, ownership, and socialisation of data architecture plans and documentation. 4. Ownership of the data platform, responsible for optimising the solution to maximise business value by translating business requirements into the development of the data architecture and solutions to drive forward the business, technology and data strategies. 5. Inputting into and supporting the development of policies and procedures to ensure appropriate data management practices.

6. Supporting the effective design and implementation of new data solutions to support best practice data management and ensure interoperability between systems.
7. Supporting the development of reporting and analysis processes and associated activities across the organisation.
8. Supporting the development and alignment of performance impact, KPI reporting, research, and analysis processes to ensure data integrity and efficiency.

Additional information
The role may be required to undertake any other duties that may reasonably be required to fulfil the duties of this post. Evening and weekend working is not expected to be required for this role. If requested by exception, time off in lieu will be given.

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Person Specification

Criteria	Assessment A, I, T	Essential or Desirable
Skills		
The ability to view, interpret and communicate complex data environments logically and holistically.	A/I	Essential
Ability to optimise a solution to maximise business value as platform (product) owner	A/I	Essential
Ability to build constructive relationships with a broad range of senior internal and external stakeholders to manage and facilitate technical change.	A/I	Essential
Innovative thinking to devise solutions that address the gap between business needs and technological constraints including high level data handling and analytical skills	A/I	Essential
Experience of		
Developing and owning data architecture within a complex organisation.	A/I	Essential
Developing data/information asset registers, catalogues, data models and dictionaries.	A/I	Essential
Contributing to developing effective data policies and procedures.	A/I	Essential
Championing and working with multiple stakeholders demonstrating the benefits of good data management practices.	A/I	Essential
Working with people and managing resources to achieve objectives.	A/I	Essential
Working in volunteer-led, membership or not-for-profit organisations.	A	Desirable
Knowledge		
Excellent understanding of data privacy and security best practice	A/I	Essential

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Strong knowledge of current data architecture best-practice, methodologies, tools, and frameworks	A/I	Essential
A practical understanding of diversity and inclusion at work.	A/I	Essential
Awareness of the data challenges facing a non-profit membership organisation.	A/I	Desirable
Academic or professional qualifications in data architecture related disciplines or 4 years' experience.	A	Desirable

A = Application Form   I = Interview   T = Test