



## 1 Advertisement

**Post Title:** Senior Data Architect

**School/department:** IT Services

**Hours:** Full time or part time hours considered up to 1FTE. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 6939

**Salary:** starting at £42,149 to £50,296 per annum, pro rata if part time

**Placed on:** 21 December 2021

**Closing date:** 03 February 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** to be confirmed

**Expected start date:** As soon as possible

University of Sussex has a fantastic opportunity for a Senior Data Architect to work across our Education and Students projects as part of the ambitious digital roadmap that will help to prepare the University for the next generation of students.

This is an exciting chance to help define and drive the data strategy, models and standards across projects like the implementation of a new student information system and adoption of the new HESA standards for reporting and returns.

You will be working with people across the University to understand, model, migrate and integrate the critical data associated with our students teaching and learning, and with a view to enabling a greater realization of the value and benefits that can be found in this information.

You will have:

- *A strong data architecture background*
- *An excellent ability to model data architectures*
- *A deep understanding of data structures and management*
- *A solid understanding of data security and protection*
- *Strong team working and collaboration skills*

We can offer:

- An early opportunity to influence and define future data strategy for the University
- An interesting and challenging set of projects to work across
- A chance to make a difference to future students and staff
- A part in an ambitious team

The University offers a compelling employer proposition including a positive approach to flexible working and significant investment in staff wellbeing, a generous annual leave allowance and access to campus facilities.

University of Sussex is a top UK university, situated on a green campus in the South Downs hills, near the vibrant coastal city of Brighton and Hove. We are highly ranked in the UK league tables and over 75% of our research activity is categorised as world-leading or internationally excellent.

Please contact *Peter Collier*, [p.collier@sussex.ac.uk](mailto:p.collier@sussex.ac.uk) for informal enquiries.

*The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.*

## 2. The School / Division

IT Services delivers a wide range of central and specialist Technology and Information Services to users across our Campus and beyond. We are organised into four main teams delivering these services through an evolving developing service management and delivery model:

**Strategy and Architecture:** ensuring our technologies, policies and standards are secure, up to date and that plans to replace, upgrade and improve our technologies and systems are aligned and prioritised around the University's strategic plans and objectives. The team also includes the Cyber Security team.

**Operations and Research:** work across the research, teaching, professional services and student communities to create strategies and plans, ensuring outstanding service provision across the day-to-day operational activity of ITS.

**Projects and Programme Delivery:** provides management and delivery of projects and major change programmes and provides assurance through a central IT Project Management Office (PMO).

**Business Relations:** transforming the relationship between ITS and its stakeholders helping meet its ambition of being a recognised leader in the use of digital technologies in education, research, student services and university administration.

## 3. Job Description

Job Description for the post of: Senior Data Architect

**Department:** IT Services

**Section/Unit/School:** Strategy and Architecture

**Location:** Shawcross, Falmer Campus

**Grade:** 8

**Responsible to:** Assistant Director, Strategy and Architecture

**Responsible for:** Not applicable

UNIVERSITY OF SUSSEX

## Job Description for the post of: Senior Data Architect

Section / Unit / School:	IT Services
Location:	Shawcross, Falmer Campus
Grade:	8
Responsible to:	Assistant Director, Strategy and Architecture
Responsible for:	-

### **Purpose of the role:**

The Strategy and Architecture team works across the University providing advice, guidance and technical design expertise in IT-related projects.

Working across key projects in the Education and Students portfolio, the Senior Data Architect will be leading on overall data architecture solution designs, including structuring and defining the data and information flows, integrations and migration.

### **Key Duties & Responsibilities:**

1. Technically lead the data architecture work across key projects, designing data architecture solutions, including data modelling, providing advice on the design and implementation of complex data structures.
2. To identify, define and model common information requirements, data flows and logical structures that fit with intended technology solutions and support associated business processes.
3. To coordinate the movement, enhancement, integration, integrity, quality and availability of data across University systems.
4. To ensure data migration from one system to another is planned and executed to appropriate quality and security and Data Protection standards.
5. Develop, document and maintain a Data Strategy and associated principles and standards.
6. To oversee data governance and quality in line with business and IT requirements.
7. Work with University Cyber Security and Data Protection teams to ensure that data is handled and maintained in accordance with security and data protection best practise and legislation.
8. Work with Business Intelligence and reporting teams across the University to ensure that data and information is consistent to agreed quality standards and appropriate for statutory and business reporting requirements.
9. Work with data owners to identify and purge or correctly archive data that is no longer required for business-as-usual purposes.
10. Ensure data is appropriate and available to support the requirements of external bodies including, but not limited to, HESA, UKVI, UCAS.
11. Work with Integration and development leads to ensure correct data handling and integration.

12. Provide governance to ensure that data is used, processed and transferred in accordance with required data protection legislation (for example GDPR) and within a workable security model. This includes data retention and archiving where appropriate.
13. To work effectively, collaboratively, and strategically with project and business teams to ensure excellent outcomes and success of University activities.
14. To identify risks and issues and address or raise them with others as necessary.
15. To keep up to date with latest data-related requirements and technology.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date: October 2021

#### 4. Person Specification

##### SKILLS / ABILITIES

	<b>Essential</b>	<b>Desirable</b>
Excellent, demonstrable working knowledge of data modelling concepts and principles including: <ul style="list-style-type: none"> <li>• data profiling and source system analysis</li> <li>• master data management</li> <li>• data definition and dictionary creation</li> <li>• meta-data management</li> <li>• relational database design and structures</li> </ul>	X	
Demonstrable understanding of architecture practice and approach	X	
General understanding of IT systems and their relationship with data	X	
Familiarity with HE Business Processes and systems		X

##### KNOWLEDGE

	<b>Essential</b>	<b>Desirable</b>
Demonstrable knowledge of data analysis processes	X	
Knowledge of Enterprise Architecture methodologies such as TOGAF or the equivalent	X	
Knowledge of cyber security principles and best practice	X	
Familiar with the UK Data Protection legislation	X	
Knowledge of student information lifecycles and business processes		X

Knowledge of HESA Data Futures		X
--------------------------------	--	---

## EXPERIENCE

	<b>Essential</b>	<b>Desirable</b>
Minimum 3yrs experience in a data management or architecture role	X	
Experience of development of data strategies, policies, standards and models	X	
Experience of data migration planning	X	
Experience of data transformation and integration	X	
Experience of data dictionary design		X

## QUALIFICATIONS

	<b>Essential</b>	<b>Desirable</b>
Certification of Enterprise Architecture methodologies such as TOGAF or the equivalent	X	
Archimate modelling language		X
Data Model Notation (DMN) or similar		X

## PERSONAL ATTRIBUTES

	<b>Essential</b>	<b>Desirable</b>
Capable of engaging with and advising senior stakeholders	X	
Capable of developing and maintaining strong, collaborative working relationships within the organisation and third-party suppliers	X	
Strong communication and interpersonal skills as well as the ability to relay technical issues to a non-technical audience in an engaging and informative manner	X	
Able to manage time effectively and work proactively across multiple projects and initiatives	X	
Written and verbal skills to enable communication of complex data and information problems and solutions	X	