

SINGLE CORPORATE SERVICES

Analytics & Information Services

Job title:	Data Architect	<i>To be completed by HR Job Reference Number</i>
Reporting to:	Head of Data Science	
Accountable to:	Deputy Director Analytics	
Pay Band:	8B	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

There is an aspiration across the Group to become ‘Information Led’ by driving behaviours that enable decisions based on relevant information using quality timely data.

In addition to achieve the Group’s strategic transformation ambitions and to continue to support our high quality, efficient front-line services, it is crucial that the Group can rely on consistent, accurate, timely and well-managed data. This role will play a lead role in delivering this aim.

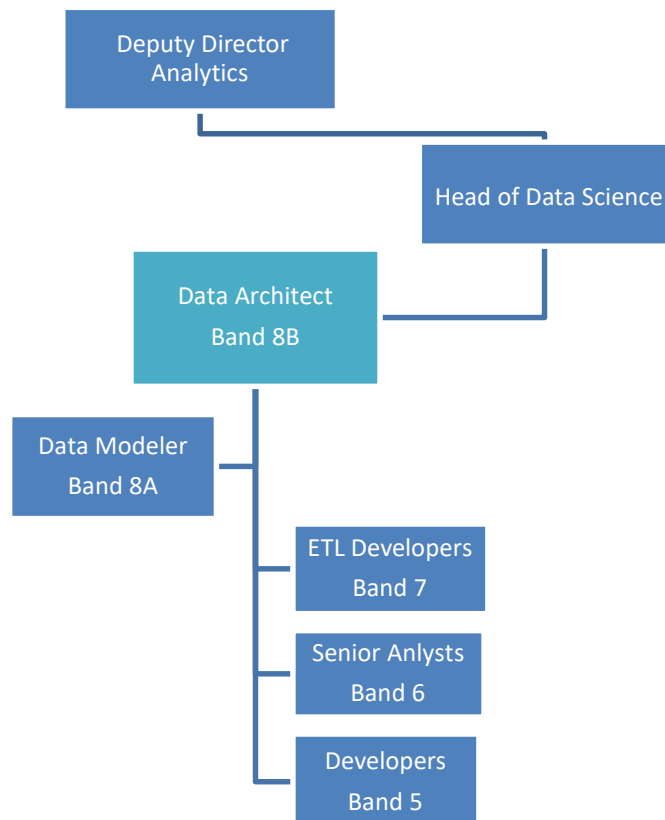
This role will be at the heart of ensuring that the Group can clearly understand, manage, and use these data effectively in line with its strategic ambitions. The role will lead in building data management capabilities across the Group, focusing on data quality, analytics, and corporate BI & performance reporting.

Job summary

- To act as the lead for the design, development and support of the Groups data infrastructure and associated technologies, tools and solutions to deliver an effective data management service to the Group.
- To lead and manage a team of software developers, supporting them in sourcing and building industry leading, robust and innovative software solutions that are fit for purpose.
- To develop a strategy for the team to meet the organisations goals and objectives by identifying future data management solutions, researching, and reviewing recognised best practice and upcoming changes to technology. To plan and monitor the successful implementation of this strategy.

- Responsible for the quality and technical approach taken by team members, ensuring it is in-line with the organisation’s strategy – and that projects are delivered on time and on budget.

Organisational Chart



Specific Core Functions

Team Management

- Provide leadership and guidance to coach, motivate and lead a team of software developers to their optimum performance levels and career development. Line management responsibilities will include resourcing decisions, technical recruitment, technical appraisals, 1:1 meetings and identifying training needs.
- Review project progress and overview of the performance of all individuals in team. Coaching and performance management where necessary. Facilitating the smooth delivery of all projects, enhancements and support delivered by the team.

- Responsible for the quality and technical approach taken by team members, ensuring it is in-line with the overarching strategy and that projects are delivered on time and budget
- Devise a tactical plan which can be collaboratively carried out by the team – to implement improvements to our products, services, processes and knowledge sharing within the team. To plan for team growth considering the blend/level of skills required within team.
- Facilitate regular discussions regarding internal process and system improvements in order to ensure maximum efficiency across the organisation. Including suggesting technical solutions to problems.
- Have a clear task list and plan for inducting new members into the team and bring them up-to-speed as quickly as possible. Making sure that all training and support that team members require is delivered internally or externally.
- Implement best practice across the staff, ensuring tasks are appropriately prioritised and scheduled, skills appropriately utilised, procedures documented and followed, adequate coverage for absence and Out-of-Hours support is in place, and consistent, up-to-date documentation is established and maintained.
- Produce team work plans, agendas and activity reports, carry out effective team briefs. – 8
- Develop performance standards for the staff, monitoring achievement against these, and devising improved ways of working
- Ensure the regular performance appraisal of individual members of staff, agreeing their development needs, and identifying and implementing appropriate training and development opportunities. Objectives identified are to be specific, measurable, achievable, realistic and timely (SMART)
- Ensure that annual department objectives are set and these are contributing to the Trust's Integrated Business Plan and the Trust IT Strategy
- Ensure that staff and external contractors work in a responsible and safe manner and have due regard for health and safety regulations.

Strategic Direction, Planning and Technical Leadership

- Undertake the role of key technical lead and subject matter expert within the organisation for the technologies within your remit.
- Develop and drive the strategic direction of our chosen technologies and services taking into account emerging and legacy technologies. To oversee all elements from definition to implementation.
- Provide a software development plan that meets the future needs of the organization, based on state-of-the-art technologies.
- Facilitate technology and methodology decision making throughout team, including standardisation of system architecture, reusable code base development, versions of software tools, best practice, source control and deployment processes.
- Provide a technical lead on projects where appropriate providing technical specifications and advice where necessary.

- Create and maintain a professional culture within the team, where individuals take ownership and are fastidious and proud of delivering excellence and quality.
- Utilise, as appropriate, a number of different methodologies such as Scrum and SPRINT to supplement normal PRINCE project management processes.
- Oversee the technical strategy and implementation of our own internal development stream activities – to make sure they apply to the same standards that we would expect for external work.
- Freely share knowledge, insight, best practice and ideas.

ICT Projects Management and Delivery

- Work closely with the Business Management and Transformation (IT Managers) functions to identify, define and specify functional and non-functional requirements.
- Identify opportunities where internal development would meet the requirements, alternatively work collaboratively in evaluating external products and solutions and ensuring technological fit to strategy.
- Drive consistent standards and approaches throughout the team. To write clean and healthy structured, well documented code. To build future-proof reusable core code libraries, which can be shared, in-order to drive further efficiencies throughout the team. To deliver code which is well tested and consistently error free. To design and build database schema's with integrity and scalability with data access layers that are optimised for performance and security.
- Implementing and monitoring ongoing strategies to enable us to deliver quality and excellence through robust testing and policies that are balanced and appropriate to the scope of project being delivered.
- Make sure written reports for project, departmental and performance purposes are written to appropriate standards and client communication is at an excellent and professional level.
- Use your experience when reviewing and auditing code. To assist in critical support issues where your experience is required to ascertain the issue quickly and to find the most appropriate resolution. To take control over critical support instances and putting into place the correct escalation and process to manage and resolve issues as soon as possible.
- Undertake all aspects of system maintenance and support as required, including end user support and training.
- Ensure that ITIL standards are embedded and maintained within all elements of the teams' activities.
- Keep aware of latest Information Governance requirements, including data protection and security threats and to make sure we mitigate against these risks against known industry standards. To make sure that team/organisation are aware of these issues.
- Ensure the effective and efficient handover of projects and systems to routine operational support, including the production of appropriate system and support documentation.

Innovation Management and Research and Development

- Proactively drive innovation with new ideas and options made available by new technologies. To maintain and actively contribute to a list of innovation & research projects. To assist by offering strategic and technical advice for anyone working on these projects.
- Create a culture of promoting new ideas and identifying opportunities within the team for the organisation. Encouraging pro-active discussions with the Business Management and Transformation (IT Managers) function.
- Take a key role in the overall IT and technical strategy of the organisation.
- Play a lead role in the Design Authority process, identifying new technologies and technical standards for use within the organisation.
- Organise and participate in research and development activities, evaluating new technologies and systems as required.
- Keep up to date with the latest software development technologies and methodologies.
- Develop, promote and encourage the effective use of information and applications within the organisation.
- Attend technical forums and events, representing the organization, with a view to identifying and understanding emerging technologies and developing an understanding their relevance in our evolving technical strategy.

Others

- Participate in a rota system for on-call services.
- It may be necessary on occasions to work outside of normal working hours to support deployments and to carry out routine maintenance on systems
- Assist the Head of IT Solutions and Development in other related areas as required.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Assists patients/clients/relatives during incidental contacts.

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.
- The post holder will be an authorised signatory for small cash/financial payments.
- The post holder will be responsible for the safe use of expensive or highly complex equipment.
- The post holder is responsible for the purchase of some physical assets or supplies.
- The post holder will monitor and/or contribute to the drawing up of department/service budgets or financial initiatives.

Management/Leadership

- The post holder is the line manager for Data Management Function, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder is responsible for the management and development of information systems across the organisation as the major job responsibility.

Research and development

- Regularly undertakes R&D activity as a requirement of the job, or regularly undertakes clinical trials, or regularly undertakes equipment testing or adaptation.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for intense concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<p>Degree level qualification or equivalent in IT or related field</p> <p>Specialist IT qualification covering database and software engineering (e.g. Master's degree, Microsoft certification or equivalent)</p> <p>ITIL Foundation Certificate</p> <p>Budget / Financial management experience</p>	<p>Registration or membership of a professional body with IT accreditation (e.g. British Computer Society)</p> <p>ITIL Manager Level</p>	
Experience	<p>Experience of IT Development Team Management</p> <p>Significant post qualification hands-on experience of systems and database development</p> <p>Database and data warehouse design experience</p> <p>Experience in database scripting language</p> <p>Experience of system management and support</p> <p>Experience of Scrum methodology and Agile processes</p> <p>Project management experience</p> <p>Budget / Financial management experience</p>	<p>Experience of NHS practices and information</p>	
Knowledge	<p>Strong customer service skills</p> <p>Excellent leadership and negotiation skills, able to influence colleagues and customers</p> <p>Able to set clear and appropriate objectives for self and others to meet overall goals</p> <p>Ability to manage multiple complex problems in sometimes stressful environments</p> <p>Excellent planning and time-management skills, able to clearly manage priorities for self and team to meet deadlines</p>	<p>Windows Server O/S installation, configuration, architecture and use</p> <p>Web Server installation, configuration, architecture and use</p>	

	<p>Excellent technical awareness to understand and resolve technical problems</p> <p>Expert knowledge in data warehouse design and implementation</p> <p>Expert knowledge in SQL</p> <p>Expert knowledge in an ETL(Extract Transform & Load) application</p> <p>Expert knowledge in implementation, management and support of BI environments</p> <p>Excellent written communication and documentation</p> <p>Excellent communication and interpersonal skills to influence and persuade staff in all roles and at all levels</p> <p>Good chairperson skills, able to manage conflict, task and drive others</p> <p>Good knowledge of data protection and information security/governance issues</p> <p>Ability to teach and instruct others</p>		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.