



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Data Architect

Department/Division: Data & Technology

Accountable to: Assistant Director of Strategy and Architecture

Job Summary

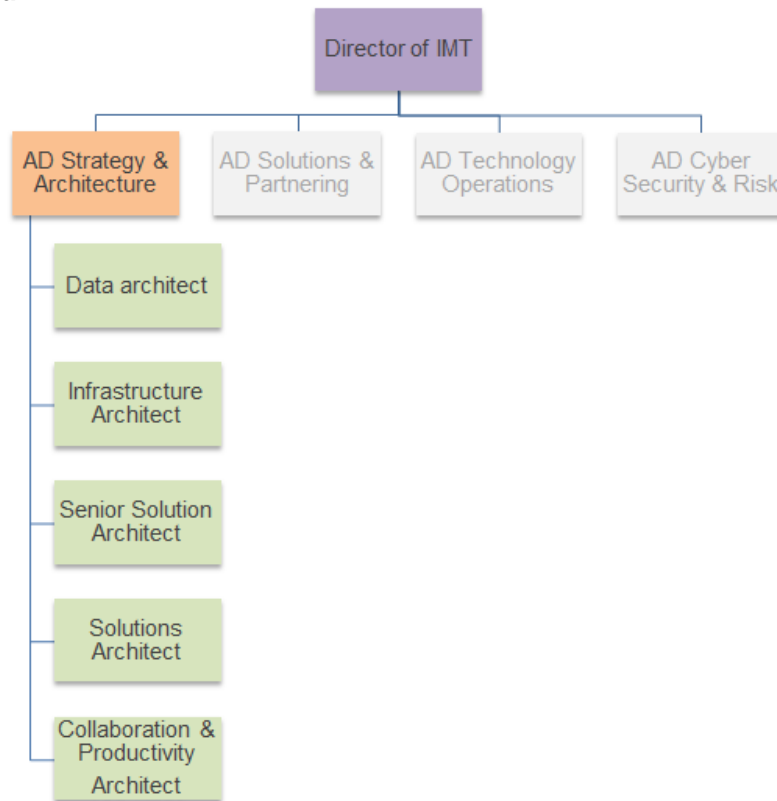
The Data Architect will set out the data architecture principles, provide clear data models and control documents that will enable the implementation of change programmes relating to the work of the LSE. The role will hold an inventory of data entities across the LSE including clarity on Data Ownership within different departments and divisions and clarity on where data is 'mastered' within the architecture. They will also hold the repository of information on our database environment.

The role will bring together key data owners into a Community of Practice to continuously upskill members and provide governance of data and to drive for improvements in data quality and design. They will also attend the appropriate governance groups to ensure data architecture provides information on assurance to decision makers.

The role will also work closely on major change programmes to ensure data architecture is considered in the change process and provide designs to support development and a successful outcome.



Structure of the team



Duties and Responsibilities

Data Strategy

- Working with the whole of the Architecture Team, assist in the development of the Technology Strategy including a 'single source data strategy', including estimation and costing of major technology platforms supporting the LSE Strategy.
- Identifies and presents the Data Architecture for LSE Corporate Data including liaison with key stakeholders to ensure context is understood and to gain buy in for the designs.
- Creates the strategic requirements, principles, models and designs that strengthen the network effect of sharing data across the LSE.

Data Standards and Governance

- Develop and implement Data Standards and Principles, working with the Cyber Security and Risk team as necessary.
- Develops methods for valuing our data assets to ensure that we are adequately protecting and exploiting those assets.
- Set up, chair and run a Community of Practice for Data Owners and Custodians to ensure continuous upskilling, clarity on principles and appropriate governance is in place. This will need to ensure that buy in for the approach is gained from senior stakeholders across the school.
- Develop and implement a Data Skills framework across LSE for all staff using LSE Data and inform and influence the LSE Learning and Development team to create appropriate development pathways for 'Data as an Asset' in LSE.
- Attend the appropriate architecture governance bodies to ensure assurance and expert advice is available to the decision makers.



Delivery

- Liaise with and support the Data Science initiative within the LSE to ensure that data tools and techniques to support research are in place.
- Continuously drive change in data quality across the school for all areas of operational data.
- Consolidate a business view of data across education, research and professional services functions.
- Create and maintain the appropriate documentation and artefacts for data architecture, developing a pragmatic approach to improving our use of Data as an Asset.
- Create a virtual data team across the Division including the DBAs and the Data Analyst to ensure standardisation of methods, clarity on roles and responsibilities and ensure skills are developed, ensuring that physical and logical integrity are maintained.
- Analyse, select and own the appropriate data tools and platforms supporting business intelligence and reporting and integration. Work with the Integration team to identify the appropriate route to delivering.

Projects

- Attend appropriate project governance boards to provide expert advice and assurance on plans and designs surrounding data.
- Work with projects to ensure that data design and architecture is clearly considered and included within the scope of the project.
- Assist in estimating resourcing requirements for data elements of projects.
- Contribute to the effective design and development.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.