

JOB DESCRIPTION

Reference Job #IS-32

Ministry: Attorney General
Branch: Information Technology
Location: Victoria

Working Title:
Level:
Classification:

Manager, Corporate Data
Range 30
Information Systems

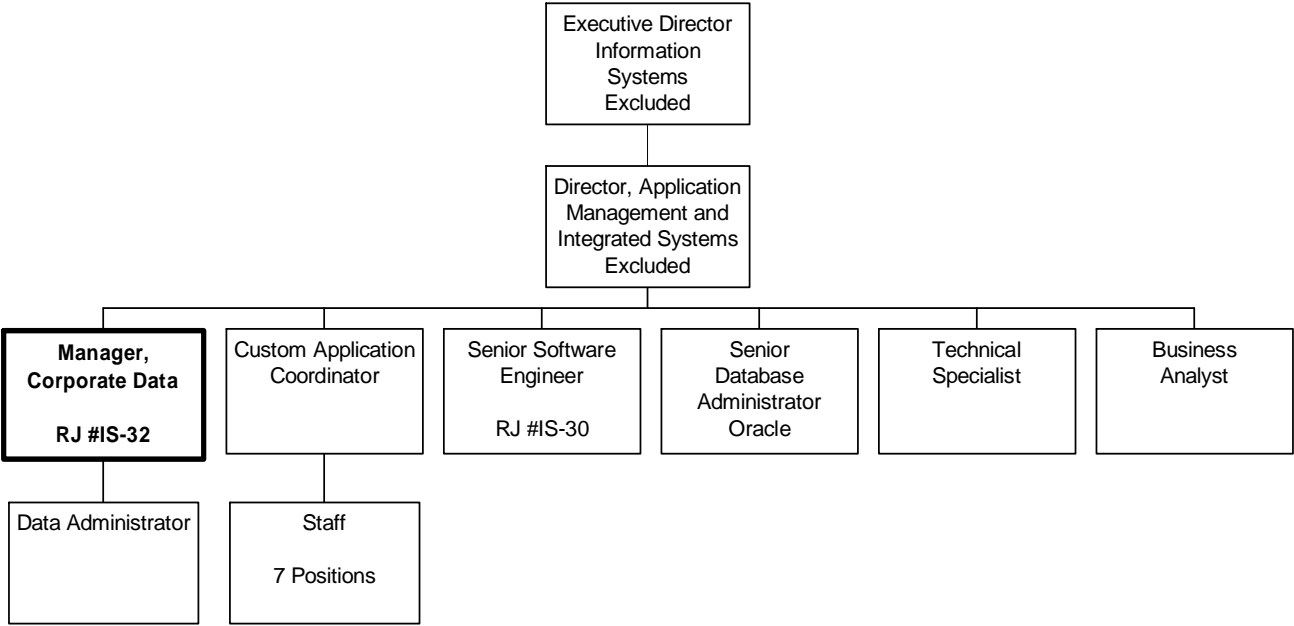
PRIMARY FUNCTION

To manage the ministry's shared data and data security to support the ministry's data related goals and objectives; ensure timely, accurate and shareable data; and minimize data redundancy across diverse program areas, such as Corrections, Court Services, Criminal Justice, Community Justice, and Legal Services.

JOB DUTIES AND TASKS

1. Develops and manages the ministry's shared data model
 - a. develops and identifies shared data, and ensures consistency with ministry policies and standards
 - b. conceptualizes design and data projects to create the shared data model
 - c. uses CASE tools and methods such as data normalization, functional decomposition, process charting, structure and data analysis, data and process modeling to ensure integrity and continuity of ministry data
 - d. provides strategic advice to ministry staff in logical data structure and data management principles
 - e. oversees and maintains the shared data model and ensures it is consistent with program area models
 - f. designs, plans and implements metadata repository strategy including defining structure, capabilities and limitations
 - g. maintains currency and accuracy of the repository including resolution of redundancy issues
 - h. develops custom contract language for RFPs for data administration and for data architecture work
2. Develops and plans ministry data resource strategies, policies, methods and standards
 - a. develops, documents and implements data administration policies and procedures
 - b. monitors and enforces business rules, data protection, and logical/physical database design standards for the ministry
 - c. leads the development, documentation and implementation of ministry standards for the use of ORACLE CASE
 - d. organizes and conducts periodic audits to ensure compliance with standards and internal consistency of data
 - e. coordinates and develops guidelines to ensure systems adhere to requirements of Freedom of Information
3. Designs, implements and enforces ministry shared data architectures
 - a. reviews, analyzes and ensures proposed business rules are correct and adequate
 - b. leads designs of shared data architectures to accommodate information needs across multiple program areas and support ministry business processes
 - c. researches, analyzes and resolves issues related to the application of data standards, process definition and data ownership
 - d. leads the development and maintenance of methodologies for information resource management and effective use of computer aided system engineering (CASE) tools
 - e. recommends shared information policy and systems development methodology to management and executive
 - f. ensures protection and integrity of ministry data against corruption from malicious, erroneous and disastrous events; and designs, develops, tests and maintains the ministry's shared data administration disaster recovery plan
4. Supervises a Data Administrator (1 FTE)
 - a. supervises staff, including hiring and training
 - b. sets work priorities and standards
 - c. plans, assigns and reviews work
 - d. appraises work performance

ORGANIZATION CHART
Reference Job #IS-32



REASON FOR CLASSIFICATION

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Job Title: Manager, Corporate Data

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant program to develop and manage the shared data model to minimize data redundancy and ensure timely, accurate and shareable data across program areas such as Corrections, Court Services, Legal Services, Criminal Justice; plan and implement a metadata repository strategy; develop standards for data security and disaster recovery; and develop and plan data resource strategies, methods and standards for ministry policy direction.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to conduct long term planning to develop metadata resource strategies for ministry policy direction, develop standards and policies for data security and disaster recovery, design shared data architectures to accommodate information needs across multiple program areas and support ministry business processes and develop guidelines to ensure systems adhere to requirements of FOIPP.</p>	I	300
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain performance problems with employees and provide advice for improvements.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use keyboard and mouse with some requirement for speed to perform data modelling and data administration within deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, develop ministry shared standards and policies for data security and metadata repository, develop guidelines to ensure systems adhere to requirements of FOIPP and provide advice on shared data administration policy direction significant in terms of ministry priorities.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to develop custom contract language for shared data administration development work.</p>	F	43
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage and develop shared data models and standards to ensure the integrity, quality, security, shareability and availability of ministry data.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and appraise employee performance (1 FTE).	DD	19
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently manage concurrent data administration projects, review the work of others and respond to urgent requests and interruptions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently apply visual attention to computer screens and printed material when developing standards, models and strategies.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding while developing standards, models and strategies.	B	4

Total Points: 995

Level: Range 30